

AGENDA
SUWANNEE RIVER WATER MANAGEMENT DISTRICT
GOVERNING BOARD MEETING AND PUBLIC HEARING

GoTo Webinar Link: <https://attendee.gotowebinar.com/register/8812604805531557391>

Public Comment Form Link: www.MySuwanneeRiver.com/Comments

Open to Public

September 14, 2021
3:00 p.m.

District Headquarters
Live Oak, Florida

1. Call to Order
2. Roll Call
3. Election of Board Officers – Board Committee Assignments
4. Announcement of any Amendments to the Agenda by the Chair
Amendments Recommended by Staff: None
5. Public Comment
6. Consideration of the following Items Collectively by Consent:
 - Agenda Item No. 7 - August 10, 2021 Governing Board Meeting, Workshops, Audit Committee and Lands Committee Meeting Minutes
 - Agenda Item No. 11 - Detailed Assessment and Negotiations for the Acquisition of the Upper Alapaha Tract, Hamilton County (Shaffner)
 - Agenda Item No. 13 - Renew Property and Casualty, Comprehensive General Liability, Public Officials Liability, Auto, and Workers Compensation Insurance Coverage from Public Risk Insurance Agency
 - Agenda Item No. 14 - July 2021 Financial Report
 - Agenda Item No. 15 - Inspector General Audit Report #21-01, Purchasing Card Program
 - Agenda Item No. 16 - Inspector General Audit Report #21-02, Information Technology and Cybersecurity Controls
 - Agenda Item No. 17 - Inspector General Audit Report #21-03, Prior Internal Audit Findings
 - Agenda Item No. 18 - Annual Report of District Inspector General Activities for the Fiscal Year 2020-2021
 - Agenda Item No. 19 - Inspector General Three-Year Audit Plan for Fiscal Years 2022 to 2024 and Fiscal Year 2021-2022 Internal Audit Work Plan
 - Agenda Item No. 20 - Contract Renewal with Powell and Jones, CPA, for Audit Services for Fiscal Year 2021-2022
 - Agenda Item No. 21 - Renewal of Environmental Systems Research Institute GIS Software License Maintenance
 - Agenda Item No. 27 - Amendment to Contract 20/21-159 with Murphy Farms 2, LLC
 - Agenda Item No. 28 - Amendment to Contract 20/21-150 with Murphy Farms of Hamilton County, LLC
 - Agenda Item No. 29 - Amendment to Contract 20/21-169 with R&H Farms, Inc.

- Agenda Item No. 30 - Access Easement for Monitoring Wells on Lafayette Forest Wildlife and Environmental Area
- Agenda Item No. 32 - No Cost Extension, Task Work Assignment 19/20-009.014
- Agenda Item No. 33 - No Cost Extension, Task Work Assignment 19/20-041.011
- Agenda Item No. 36 - Amendment 5 of Florida Department of Environmental Protection Monitoring Grant Agreement AT002
- Agenda Item No. 38 - Dynamic Corporate Solutions, Inc., Compensation and Pay Practice Analysis

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7. August 10, 2021 Governing Board Meeting, Workshops, Audit Committee and Lands Committee Meeting Minutes - **Recommend Consent**
8. Items of General Interest for Information/Cooperating Agencies and Organizations
 - A. Hydrologic Conditions Report
 - B. Cooperating Agencies and Organizations
 - C. Staff Recognition – David Christian (5 Years)

GOVERNING BOARD LEGAL COUNSEL
Tom Reeves

9. Update on Legal Activities

BUSINESS AND COMMUNITY SERVICES
Tim Alexander, Deputy Executive Director

Administration

- | | |
|-------------|--|
| BCS Page 1 | 10. Land Acquisition and Disposition Activity Report |
| BCS Page 4 | 11. Detailed Assessment and Negotiations for the Acquisition of the Upper Alapaha Tract, Hamilton County (Shaffner) – Recommend Consent |
| BCS Page 12 | 12. R.O. Ranch Exchange with McB-Pinehatchee, Lafayette County |
| BCS Page 19 | 13. Renew Property and Casualty, Comprehensive General Liability, Public Officials Liability, Auto, and Workers Compensation Insurance Coverage from Public Risk Insurance Agency – Recommend Consent |

Finance

- | | |
|-------------|---|
| BCS Page 22 | 14. July 2021 Financial Report – Recommend Consent |
| BCS Page 27 | 15. Inspector General Audit Report #21-01, Purchasing Card Program – Recommend Consent |
| BCS Page 35 | 16. Inspector General Audit Report #21-02, Information Technology and Cybersecurity Controls - Recommend Consent |

- BCS Page 36 17. Inspector General Audit Report #21-03, Prior Internal Audit Findings – **Recommend Consent**
- BCS Page 42 18. Annual Report of District Inspector General Activities for the Fiscal Year 2020-2021 – **Recommend Consent**
- BCS Page 49 19. Inspector General Three-Year Audit Plan for Fiscal Years 2022 to 2024 and Fiscal Year 2021-2022 Internal Audit Work Plan – **Recommend Consent**
- BCS Page 53 20. Contract Renewal with Powell and Jones, CPA, for Audit Services for Fiscal Year 2021-2022 – **Recommend Consent**

Information Technology

- BCS Page 54 21. Renewal of Environmental Systems Research Institute GIS Software License Maintenance - **Recommend Consent**

Resource Management

- BCS Page 61 22. Permitting Summary Report
- BCS Page 65 23. Environmental Resource Permit Denial - Application Number ERP-123-212006-4, Carrie's Heritage Village, Taylor County

OUTREACH AND OPERATIONS
Katelyn Potter, Division Director

Communications and Outreach

No Items

Land Management

- OPS Page 1 24. District Land Management and Twin Rivers State Forest Activity Summary

Hydrologic Data Services

- OPS Page 5 25. Governing Board Directive 21-0007, Agricultural Water Use Monitoring Assistance

WATER RESOURCES
Amy Brown, Deputy Executive Director

Agriculture and Environmental Projects

- WR Page 1 26. Contracts with Local Entities for Regional Initiative Valuing Environmental Resources Cost-Share Program
- WR Page 7 27. Amendment to Contract 20/21-159 with Murphy Farms 2, LLC - **Recommend Consent**
- WR Page 9 28. Amendment to Contract 20/21-150 with Murphy Farms of Hamilton County, LLC - **Recommend Consent**

WR Page 11 29. Amendment to Contract 20/21-169 with R&H Farms, Inc. - **Recommend Consent**

WR Page 13 30. Access Easement for Monitoring Wells on Lafayette Forest Wildlife and Environmental Area - **Recommend Consent**

Minimum Flows and Levels

31. Minimum Flows and Minimum Water Levels Update

WR Page 15 32. No Cost Extension, Task Work Assignment 19/20-009.014 - **Recommend Consent**

WR Page 16 33. No Cost Extension, Task Work Assignment 19/20-041.011 - **Recommend Consent**

Water Supply

34. Water Supply Update

Water Resources

WR Page 17 35. Agricultural Water Use Monitoring Report

WR Page 19 36. Amendment 5 of Florida Department of Environmental Protection Monitoring Grant Agreement AT002 - **Recommend Consent**

EXECUTIVE OFFICE

Hugh Thomas, Executive Director

EO Page 1 37. **Public Hearing** - 2022-2026 Strategic Plan

EO Page 2 38. Dynamic Corporate Solutions, Inc., Compensation and Pay Practice Analysis - **Recommend Consent**

EO Page 3 39. County Alliance for Responsible Environmental Stewardship Program Memorandum of Agreement

40. Announcements

41. Governing Board Comments

Unless otherwise noted, all meetings are at District Headquarters in Live Oak, Florida

September 14, 2021 (Tuesday) 5:05 p.m. First Public Hearing on FY 2021-2022 Budget

September 27, 2021 (Monday) 3:00 p.m. Workshops and/or Committee Meetings

5:05 p.m. Final Public Hearing on FY 2021-2022 Budget

Workshops and Committee Meetings will begin following the Board Meeting unless otherwise noted.

42. Adjournment

Any member of the public, who wishes to address the Board on any agenda item, or any other topic, must sign up (including the completion of the required speaker forms) with the Executive Director or designee before the time designated for Public Comment. During Public Comment, the Chair shall recognize those persons signed up to speak on agenda items first. To the extent time permits, the Chair shall thereafter recognize those persons signed up to speak on non-agenda items. Unless, leave is given by the Chair, (1) all speakers will be limited to three minutes per topic, (2) any identifiable group of three persons or more shall be required to choose a representative, who shall be limited to five minutes per topic. When recognized by the Chair during Public Comment, a speaker may request to be allowed to make his or her comments at the time the Board considers an agenda item. The Chair may grant or deny such request in the Chair's sole discretion.

Definitions:

- "Lobbies" is defined as seeking to influence a district policy or procurement decision or an attempt to obtain the goodwill of a district official or employee. (112.3261(1)(b), Florida Statutes [F.S.]
- "Lobbyist" is a person who is employed and receives payment, or who contracts for economic consideration, for the purpose of lobbying, or a person who is principally employed for governmental affairs by another person or governmental entity to lobby on behalf of that other person or governmental entity. (112.3215(1)(h), F.S.)

The Board may act upon (including reconsideration) any agenda item at any time during the meeting. The agenda may be changed only for good cause as determined by the Chair and stated in the record. If, after the regular time for Public Comment, the agenda is amended to add an item for consideration, the Chair shall allow public comment on the added agenda item prior to the Board taking action thereon.

All decisions of the Chair concerning parliamentary procedures, decorum, and rules of order will be final, unless they are overcome by a majority of the members of the Board in attendance.

If any person decides to appeal any decision with respect to any action considered at the above referenced meeting and hearing, such person may need to ensure a verbatim record of the proceeding is made to include testimony and evidence upon which the appeal is made.

**SUWANNEE RIVER WATER MANAGEMENT DISTRICT
MINUTES OF
GOVERNING BOARD MEETING AND PUBLIC HEARINGS**

GoTo Webinar Link: <https://attendee.gotowebinar.com/register/359867273716484112>
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9:00 a.m., Tuesday
August 10, 2021

District Headquarters
Live Oak, Florida

Agenda Item No. 1 – Call to Order. The meeting was called to order at 9:00 a.m.

Agenda Item No 2 – Roll Call

Governing Board

Seat	Name	Office	Present	Not Present
Aucilla Basin	Dr. George Cole		X	
Coastal River Basin	Richard Schwab	Vice Chair		X
Lower Suwannee Basin	Larry Thompson		X	
Santa Fe & Wacc. Basins	William Lloyd		X	
Upper Suwannee Basin	Larry Sessions		X	
At Large	Virginia H. Johns	Chair	X	
At Large	Virginia Sanchez		X	
At Large	Charles Keith	Sec./Treas.	X	
At Large	Harry Smith			X

Governing Board Legal Counsel

Name	Firm	Present	Not Present
George T. Reeves	Davis, Schnitker, Reeves & Browning, P.A.	X	

Leadership Team

Position	Name	Present	Not Present
Executive Director	Hugh Thomas	X	
Deputy Executive Director	Tim Alexander	X	
Deputy Executive Director	Amy Brown	X	
Executive Office & Board Coordinator	Robin Lamm	X	

Agenda Item No. 3 - Announcement of any Amendments to the Agenda by the Chair:

Deleted:

- Agenda Item No. 15 – Business and Community Services - Administrative Complaint and Proposed Order, Unlicensed Water Well Construction, Brandon Creasy, Gilchrist County

MOTION WAS MADE BY KEITH, SECONDED BY THOMPSON TO APPROVE THE RECOMMENDATION. MOTION CARRIED UNANIMOUSLY.

Agenda Item No. 4 – Public Comment.

- Commissioner Robert Wilford, City of Alachua - Thanked the District for support.
- Adam Blalock, Florida Department of Environmental Protection – Introduction to Board members.

Agenda Item No. 5 - Consideration of the Following Items Collectively by Consent:

- Agenda Item No. 6 - July 13, 2021 Governing Board Meeting Minutes
- Agenda Item No. 11 - Renewal of Contract #19/20-051 with North Florida Land Trust
- Agenda Item No. 12 - June 2021 Financial Report
- Agenda Item No. 14 - Fiscal Year 2021-2022 Annual Regulatory Plan
- Agenda Item No. 23 - Task Work Assignment for Contract 19/20-009 with HSW Consulting, LLC.
- Agenda Item No. 27 - Statement of Agency Organization and Operation

MOTION WAS MADE BY KEITH, SECONDED BY SANCHEZ TO APPROVE THE RECOMMENDATION. MOTION CARRIED UNANIMOUSLY.

Agenda Item No. 6 - July 13, 2021 Governing Board Meeting Minutes. Approved on Consent.

Agenda Item No. 7 - Items of General Interest for Information/Cooperating Agencies and Organizations.

Lindsey Covington, Communications and Outreach Manager, Outreach and Operations Division, provided a video showing the High-Water Mark Strike Team taking measurements following Tropical Storm Elsa.

- A. Robbie McKinney, Hydrologist, Office of Water Resources, gave a presentation of hydrologic conditions of the District.
- B. Cooperating Agencies and Organizations. None
- C. Service Recognition. Chair Johns recognized Hugh Thomas for his five years of service to the District.

GOVERNING BOARD LEGAL COUNSEL

Agenda Item No. 8 – Legal Activities Update. No updates.

BUSINESS AND COMMUNITY SERVICES

Administration

Agenda Item No. 9 – Land Acquisition and Disposition Activity Report. This report was provided as an informational item in the Board materials.

Agenda Item No. 10 – Florida Power and Light North Florida Resiliency Corridor Amendment to Permanent Access Easement, Madison County. Steve Schroeder, Chief, Office of Administration, presented this item to the Board.

MOTION WAS MADE BY THOMPSON, SECONDED BY KEITH TO APPROVE THE RECOMMENDATION. MOTION CARRIED UNANIMOUSLY.

Agenda Item No. 11 – Renewal of Contract #19/20-051 with North Florida Land Trust. Approved on Consent.

Finance

Agenda Item No. 12 – June 2021 Financial Report. Approved on Consent.

Resource Management

Agenda Item No. 13 – Permitting Summary Report. This report was provided as an informational item in the Board materials.

Agenda Item No. 14 – Fiscal Year 2021-2022 Annual Regulatory Plan. Approved on Consent.

~~Agenda Item No. 15 – Administrative Complaint and Proposed Order, Unlicensed Water Well Construction, Brandon Creasy, Gilchrist County.~~ **Deleted**

OUTREACH AND OPERATIONS

Communications and Outreach

No Items.

Land Management

Agenda Item No. 16 - District Land Management & Twin River State Forest (TRSF) Activity Summary. This summary was provided as an informational item in the Board materials.

Agenda Item No. 17 – Renewal of Contract 19/20-015 with Agriculture Construction Services for Featured Site and Dispersed Recreation Services. Bill McKinstry, Chief, Office of Land Management, presented this item to the Board.

MOTION WAS MADE BY KEITH, SECONDED BY LLOYD TO APPROVE THE RECOMMENDATION. MOTION CARRIED UNANIMOUSLY.

Agenda Item No. 18 – Renewal of Contracts 20/21-033, 20/21-036, and 20/21-037 for Construction and Maintenance of Hydrologic Improvements and Roads. Mr. McKinstry presented this item to the Board.

MOTION WAS MADE BY THOMPSON, SECONDED BY SANCHEZ TO APPROVE THE RECOMMENDATION. MOTION CARRIED UNANIMOUSLY.

Agenda Item No. 19 – Renewal of Contract 05/06-131 with Florida Forest Service – Twin Rivers State Forest for Land Management Activities Budget for Fiscal Year 2021-2022. Mr. McKinstry presented this item to the Board.

MOTION WAS MADE BY SANCHEZ, SECONDED BY THOMPSON TO APPROVE THE RECOMMENDATION. MOTION CARRIED UNANIMOUSLY.

Agenda Item No. 20 – 2020-2021 Land Management Review Team Report. Mr. McKinstry presented this item to the Board.

MOTION WAS MADE BY KEITH, SECONDED BY SANCHEZ TO APPROVE THE RECOMMENDATION. MOTION CARRIED UNANIMOUSLY.

Hydrologic Data Services

No Items.

WATER RESOURCES

Agriculture and Environmental Projects

Agenda Item No. 21 – Contract with the Federal Emergency Management Agency to Administer the Risk Mapping, Assessment and Planning Program. Leroy Marshall, Chief Professional Engineer, Office of Agriculture and Environmental Projects, presented this item to the Board.

MOTION WAS MADE BY SANCHEZ, SECONDED BY THOMPSON TO APPROVE THE RECOMMENDATION. MOTION CARRIED UNANIMOUSLY.

Minimum Flows and Levels

Agenda Item No. 22 - Minimum Flows and Minimum Water Levels Update. Sean King, Chief, Office of Minimum Flows and Minimum Water Levels, provided an update to the Board.

Agenda Item No. 23 – Task Work Assignment for Contract 19/20-009 with HSW Consulting, LLC. Approved on Consent.

Water Supply

Agenda Item No. 24 – Water Supply Update. Emily Ducker, Water Supply Program Manager, Office of Water Supply, provided a powerpoint update to the Board.

Water Resources

Agenda Item No. 25 – Agricultural Monitoring Report. This report was provided as an informational item in the Board materials.

EXECUTIVE OFFICE

Agenda Item No. 26 – 2022-2026 Strategic Plan Update. Katelyn Potter, Director, Division of Outreach and Operations Division, provided an update to the Board.

Agenda Item No. 27 – Statement of Agency Organization and Operation. Approved on Consent.

Agenda Item No. 28 - Announcements. Mr. Thomas updated the Board on the Country Club Road Interlocal Agreement with Columbia County and discussed the staff compensation study to be proposed at the September Board.

The District recognized Mrs. Sanchez for her service to the District. This will be Mrs. Sanchez last Board meeting with the District.

Agenda Item No. 29 – Governing Board Comments. Chair Johns thanked Mrs. Sanchez for her service to the District.

Agenda Item No. 30 - Adjournment. Meeting adjourned at 11:19 a.m.

Chair

ATTEST:

**SUWANNEE RIVER WATER MANAGEMENT DISTRICT
GOVERNING BOARD WORKSHOP**

Workshop began at 11:20 a.m.

University of Florida - Forest Management Ecosystem Services

Wendy Graham, Director, University of Florida Water Institute, provided a powerpoint presentation to the Board regarding Florida Aquifer Collaboration Engagement of Sustainability (FACETS) program.

Dr. Matt Cohen, Professor, University of Florida Forest Water Resources and Hydrology, provided a powerpoint presentation to the Board regarding managing water yield from Southern Pine Forests.

This workshop ended at 12:50 p.m.

**SUWANNEE RIVER WATER MANAGEMENT DISTRICT
MINUTES OF AUDIT COMMITTEE**

GoTo Webinar Link: <https://attendee.gotowebinar.com/register/359867273716484112>

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August 10, 2021
Following Board Meeting

District Headquarters
Live Oak, FL

1. Call to Order / Committee Roll Call. Meeting began at 12:50 p.m.

Committee Members	Present	Not Present
Virginia Johns	X	
Charles Keith	X	
Richard Schwab		X
Virginia Sanchez	X	

Board Chair Johns asked Mrs. Sanchez to serve on the Audit Committee with the absence of Mr. Schwab. Board Members Cole, Thompson, Sessions, and Lloyd also attended the Audit Committee Meeting

2. Public Comment: None

Discussion Items

Pam Shaw, Chief Financial Officer, Office of Finance, introduced John Ingram, Law, Redd, Crona & Munroe, P.A., who presented the reports to the Committee

3. Inspector General Audit Report #21-01, Purchasing Card Program. Mr. Ingram presented this item to the Committee.

MOTION MADE BY KEITH, SECONDED BY SANCHEZ TO ACCEPT REPORT. MOTION CARRIED UNANIMOUSLY.

4. Inspector General Audit Report #21-02, Information Technology and Cybersecurity Controls. Mr. Ingram presented this item to the Committee.

MOTION MADE BY KEITH, SECONDED BY SANCHEZ TO ACCEPT REPORT. MOTION CARRIED UNANIMOUSLY.

5. Inspector General Audit Report #21-03, Prior Internal Audit Findings. Mr. Ingram presented this item to the Committee.

MOTION MADE BY KEITH, SECONDED BY SANCHEZ TO ACCEPT REPORT. MOTION CARRIED UNANIMOUSLY.

6. Annual Report of District Inspector General Activities for the Fiscal Year 2020-2021.
Ms. Shaw presented this item to the Committee,

MOTION MADE BY SANCHEZ, SECONDED BY KEITH TO ACCEPT REPORT. MOTION CARRIED UNANIMOUSLY.

7. Inspector General Three-Year Audit Plan for Fiscal Years 2022 to 2024 and Fiscal Year 2021-2022 Internal Audit Work Plan. *Mr. Ingram presented this item to the Committee.*

AMENDED MOTION MADE BY KEITH, SECONDED BY SANCHEZ TO ADD EMPLOYEE TELEWORKING AND REMOTE WORKING AS AN AUDIT ITEM FOR FISCAL YEAR 2022-2023 AND MOVE THE AUDIT ITEM FOR LAND ACQUISITION, LAND SURPLUS, AND CONSERVATION EASEMENTS, TO FISCAL YEAR 2023-2024. MOTION CARRIED UNANIMOUSLY.

8. Contract Renewal with Powell and Jones, CPA, for Audit Services for Fiscal Year 2021-2022. *Ms. Shaw presented this item to the Committee,*

MOTION MADE BY KEITH, SECONDED BY SANCHEZ TO ACCEPT RECOMMENDATION. MOTION CARRIED UNANIMOUSLY.

9. Announcements. None

10. Adjournment. Meeting adjourned at 1:15 p.m.

ATTEST:

Chair

**SUWANNEE RIVER WATER MANAGEMENT DISTRICT
GOVERNING BOARD WORKSHOP**

Workshop Resumed at 1:06 p.m.

Water Quality Presentation

Amy Brown, Deputy Executive Director, provided a powerpoint presentation regarding the District water quality update and current parameters.

Workshop ended at 1:40 p.m.

**SUWANNEE RIVER WATER MANAGEMENT DISTRICT
MINUTES OF LANDS COMMITTEE**

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August 10, 2021
Following Board Workshops

District Headquarters
Live Oak, FL

1. Call to Order / Committee Roll Call. Meeting began at 1:40 p.m.

Committee Members	Present	Not Present
Richard Schwab		X
Charles Keith	X	
Virginia Sanchez	X	
Virginia Johns (Chair)	X	
William Lloyd	X	
Larry Sessions	X	
Harry Smith		X

Board Chair Johns served as Chair of the Lands Committee with the absence of Mr. Schwab. All present Board members served on the Lands Committee.

2. Public Comment. None

General Discussion / Updates.

3. Upper Alapaha Tract (Shaffner) – Hamilton County. Mr. Schroeder presented this item to the Committee.

AMENDED MOTION WAS MADE BY KEITH, SECONDED BY LLOYD TO BEGIN DETAILED ASSESSMENT AND NEGOTIATIONS WITH A COST NOT TO EXCEED \$5,000. MOTION CARRIED.

Conservation Easement Modification Requests

None

Surplus Lands

None

4. Announcements: None

5. Adjournment: Meeting adjourned at 1:51 p.m.

Chair

ATTEST:

SUWANNEE RIVER WATER MANAGEMENT DISTRICT

MEMORANDUM

TO: Governing Board

FROM: Stephen Schroeder, Chief, Office of Administration

THRU: Tim Alexander, Deputy Executive Director, Business and Community Services

DATE: September 3, 2021

RE: Land Acquisition and Disposition Activity Report

Attached for your information is the Land Acquisition and Disposition Activity Report.

SS/tm
Attachments

LAND ACQUISITION AND DISPOSITION ACTIVITY REPORT SEPTEMBER 2021

Property Offers							
Owner	Tract	Acres	County	Submittal Date	Asking Price	Acquisition Type	Comments
	Gilchrist Lyne	17,854	Gilchrist	03.2019	Exchange acreage dependent on configuration/ Sandlin Bay 2,023 acre (USFS)	Conservation Easement	Tabled by Lands Committee 6.11.2019. Offeror has contract for sale of property. On hold.
Approved for Detailed Assessment							
Owner	Project Name	Acres	County	Submittal Date	Asking Price	Acquisition Type	Comments
McB-Pinehatchee	Steinhatchee North/ RO Ranch West-Equestrian	2950/1,277	Lafayette		Exchange	Exchange - Fee for Fee	Approved by Governing Board 11.12.2019. Negotiations in progress. Appraisals received 8.18.2020. Staff reviewing values with NFLT and MCB for negotiations. 10.13.2020 Governing Board authorized release of appraisals. Appraisals provided and negotiations ongoing. NFLT to conduct mineral rights exploitation feasibility study as it relates to a portion of the proposed exchange tract. Proposed final offer being submitted to Lands Committee 3.9.21 for recommendation to Governing Board. LC approved offer on Governing Board agenda 4.13.21. Governing Board approved offer on 4.13.21. Final steps underway including surveys and ESA Phase 1 inspection. Update provided to Governing Board 5.11.21. Negotiations continue on survey cost sharing. Awaiting response from MCB re: cost sharing for surveys. May need Board approval for surveying contract. Request for Board approval of contract on September Board Agenda.
Hickman	Alapaha Point	39.8	Hamilton	08.21.19	\$159,200	Fee	Staff recommendation to proceed with detailed analysis and negotiations approved by Lands Committee on 12.12.2019. Approved by Governing Board on 1.14.2020. Appraisal received on 5.15.2020. Staff preparing an offer. Offer submitted. Counter-offer received. Counter-offer raised some title concerns. Title issues clarified through public records research and will be verified through formal title search. Staff is accepting counter-offer and will move forward with assessments and negotiations. ESA Phase 1 being ordered. ESA Phase 1 conducted July 12 (delayed due to TS Elsa). Report due 7.26.21. Phase 1 received; satisfactory. Resolution to be on October Board agenda.
Michael and Freda Shaw	Shaw Conservation Easement Exchange	1,099	Lafayette			Conservation Easement	Negotiations ongoing.
Crosby Lake	Crosby Lake	1,380	Bradford		TBD	TBD - possibly mixed fee and CE	Approved for detailed assessment and negotiations 12.8.2020. Staff proceeding with discussions and project assessment including Bradford County and the City of Starke. Staff met with Offeror on 2.25.21 to update on status and timelines. Staff met with County and City staff 3.8.21. Joint meeting of County and City commissions being scheduled possibly April or May. Joint meeting scheduled for June 17. Interlocal agreement being developed between Bradford County, City of Starke and SRWMD. ESA Phase 1 to be conducted in July with report due in August. Phase 1 ESA report received. No issues noted. Appraisal to be ordered.
Camp and Abel	Camp and Abel	266	Hamilton	09.23.20	\$948,000	Fee	Approved for detailed assessment and negotiations 12.8.2020. Property being tasked to NFLT for negotiation and assessment. Transaction will be processed in house and not contracted. ESA Phase 1 being ordered.
Pfleiger	Riverbend Estates	1.1	Dixie	03.20.20	\$11,000/Possible exchange	Fee	Staff recommendation to proceed with detailed assessment and negotiations. Approved by Lands Committee on 6.9.2020. Approved by Governing Board agenda 7.14.2020. In discussions with Offeror to exchange for Timber River parcel in Madison County. Offeror has tentatively agreed to exchange. Contract being prepared. Draft contract submitted to Counsel for review on 3.3.21. Awaiting additional guidance from Counsel regarding appraisals. Contract revised and submitted to Pfleiger. Staff will order an ESA Phase 1 and appraisal the River Bend property; Pfleiger will order an appraisal on the District land in Timber River. Signed contract received from Pfleiger to be submitted for Board Chair signature. Phase 1 ESA being ordered; Appraisal being ordered.
Alachua Conservation Trust	Santa Fe Springs (ACT) a/k/a Zow, Graham Springs	282	Columbia		\$139,041	Conservation Easement	Staff recommendation to proceed with detailed analysis and negotiations approved by Lands Committee on 12.12.2019. Approved by Governing Board on 1.14.2020. Due diligence documentation submitted by ACT and being reviewed. Drafting CE to prepare for closing after Springs Grant Funding released. Funded on Springs Grant list. Staff beginning process to finalize transaction including completion of CE terms. Draft CE submitted to ACT for review 12.9.2020. ACT comments received and being reviewed. Internal review complete. Will be submitted to legal for final approval. CE submitted for legal review 3.3.21. Legal comments received. Revised CE submitted to ACT for review on 6.9.21. Final revisions being made to CE language; expect completion before 7.31.21. Additional revisions submitted after conference with ACT; being reviewed internally.
Florida Department of Transportation	Quail Heights	40.63	Columbia		\$651,105	Fee	Staff review on 8.8.2019 recommended purchase in partnership with FDOT. Approved by Lands Committee on 2.11.2020. Approved by Governing Board 3.10.2020. Submitted for Springs Grant funding. Springs Grant funding not obtained for FY 2020. Property acquired by FDOT on 9.10.2020. Lands Committee approved contribution to acquisition costs 11.10.2020. Governing Board approved on consent agenda 12.8.2020. Draft agreement provided by FDOT under review. FDOT contract completed. Resolution for acquisition on Governing Board agenda 5.11.2021. Resolution approved by Governing Board 5.11.21. Final revisions and resolution of all contingencies complete and satisfied. Funds will be distributed to FDOT before 6.1.21. Agreement with FDOT executed. Funds transferred after due diligence. Staff is working on obtaining appropriate surveys and negotiating agreement with Columbia County. Interlocal agreement being drafted with Columbia County.
Harpo Holdings, LLC	Rio Lindo Conservation Easement	313	Gilchrist	10.2.20	TBD based on appraisal	Conservation Easement	Lands Committee requested additional information at its 11.10.2020 meeting. Requested information submitted at the 12.8.2020 meeting and staff recommendation to proceed with detailed assessments and negotiations was unanimously approved. On Governing Board agenda 1.12.21. Approved by Governing Board on 1.12.21. Discussions underway with seller on due diligence cost sharing. Seller is editing SRWMD Template CE for property. Sellers edits received, being reviewed internally. Revised language submitted to offeror.
Lasky	Lasky	351.74	Gilchrist	11.2020	\$855,000	Fee	Being submitted to Lands Committee 3.9.21. Approved for detailed assessment and negotiation by LC 3.9.21. On Governing Board agenda 4.13.21. Approved by Board. Request for quotes for ESA Phase 1 being prepared. ESA Phase 1 ordered. Should be completed in July with report due in August. Phase 1 ESA report received. No issues noted. Appraisal to be ordered.
R.L. Henderson	Telford Springs	94	Suwannee	12.2020	\$1,135,000	Fee	Submitted to Lands Committee 3.9.21 as a Springs Restoration program acquisition. Approved by LC on Governing Board agenda 4.13.21. Approved by Governing Board as part of Spring Restoration Grant application. Submitted as a Springs Grant project. Notification of awards are expected late summer 2021.
Adams	Adams Tract	231.1	Madison	08.2020	TBD	Fee	Submitted to Lands Committee 3.9.21 as a Springs Restoration program acquisition. Approved by LC on Governing Board agenda 4.13.21. Approved by Governing Board as part of Spring Restoration Grant application. Submitted as a Springs Grant project. Notification of awards are expected late summer 2021.
Rayonier	Lake Sampson (Rayonier)	30+/-	Bradford	District Initiated	TBD	Fee	Submitted to Lands Committee on 5.11.21 to be funded through FDEP grant; acquisition if AWS project related. Approved by Lands Committee. On Governing Board Agenda for 6.8.21. Approved by Board. TWA opened with NFLT for negotiations with Rayonier.

Proposed for Surplus

Tract	Acres	County	Acquired Date	Funding	Appraisal Date	Price	Comments
-------	-------	--------	---------------	---------	----------------	-------	----------

None pending.

Authorized for Surplus

Tract	Acres	County	Acquired Date	Funding	Appraisal Date	Price	Comments
Forest Woodlands	11	Gilchrist	10.11.1996	Save Our Rivers	TBD	To be determined by appraisal.	Staff recommended for surplus. Approved by Lands Committee on 10.10.2019. Approved by Governing Board 11.12.2019. Will be offered to adjacent property owners.
Santa Fe Oasis	1	Gilchrist	4.28.1998	Save Our Rivers	TBD	TBD by appraisal update.	Approved by Lands Committee on 4.14.2020. Approved by Governing Board 5.12.2020. Offered for surplus via District website. Offered for sale to adjacent owners, two offers received. Approved by Lands Committee 8.11.2020 to accept highest offer. Scheduled for Governing Board agenda 9.8.2020. Withdrawn from Board on 9.8.2020. Being resubmitted to Lands Committee for its 9.21.2020 meeting for staff recommendation to reject all offers and offer for sale to the general public. Governing Board approved Lands Committee recommendation on 10.13.2020. All bids rejected and property will be offered for sale to the general public. Staff is trying to obtain a review appraisal to reconcile disparate appraisals received and determine minimum price for bids. Awaiting legal guidance on establishing minimum price for public notice of intent to sell.
Suwannee Run Shores	1.175	Dixie	12.30.1997	Save Our Rivers	TBD	To be determined by appraisal.	Staff recommended for surplus. Approved by Lands Committee 7.9.2019. Approved by Governing Board 8.13.2019. To be offered to adjacent property owners. Adjacent Property owners notified, responses/bids with appraisals due 4.15.2020. No responses received, will be posted on website and offer for sale to general public.
Three Rivers Estates	1	Columbia	12.30.1997	Save Our Rivers	N/A	TBD by appraisal update.	Staff recommended for surplus. Approved by Lands Committee 7.9.2019. Approved by Governing Board 8.8.2019. To be offered to adjacent property owners. Adjacent Property owners notified, responses/bids with appraisals due 4.15.2020. Two offers received, highest offer approved by Lands Committee 6.9.2020. On Governing Board agenda for 7.14.2020. Approved by Governing Board 7.14.2020. <u>Contract being drafted.</u>
Turtle Spring Surplus Tract	32	Lafayette	5.13.2015	Florida Forever	5.24.2015	TBD by appraisal update.	Suspended until further review. Attempting to verify final surplus status/approval by Governing Board.
Newberry Wellfield	58.66	Alachua	1.11.00	P-2000	N/A	\$0	3.9.21 Lands Committee recommended surplus and conveyance to the City of Newberry with specified conditions. Approved by Governing Board 4.13.21. Conveyance documents being drafted for legal review. Conveyance on hold pending resolution of issues relating to timber operations by the District.

SUWANNEE RIVER WATER MANAGEMENT DISTRICT

MEMORANDUM

TO: Governing Board

FROM: Stephen Schroeder, Chief, Office of Administration

THRU: Tim Alexander, Deputy Executive Director, Division of Business and Community Services

DATE: September 3, 2021

RE: Detailed Assessment and Negotiations for the Acquisition of the Upper Alapaha Tract, Hamilton County (Shaffner)

RECOMMENDATION

Authorization to enter into detailed assessment and negotiations for the acquisition of a fee interest of 37 Acres +/-, identified as the Upper Alapaha Tract in Hamilton County, including the authorization to expend an amount not to exceed \$5,000 on initial assessment costs.

BACKGROUND

In April 2021, the District received an offer to sell a fee interest in a parcel of real property located in Hamilton County identified as the Upper Alapaha Tract. The offeror proposed a price of \$3,000 per acre, or \$111,000, which is negotiable and dependent upon appraisals.

The parcel is adjacent to the District-owned Alapahoochee Tract and includes approximately one-half mile of river frontage. The parcel is located within the Eastern Water Supply Planning Area. Approximately 20 acres of the property are located within the 100-year floodplain and approximately 19 acres contain riverine surface water.

After initial staff review, Land Management staff conducted a site visit and determined that the parcel does not present any management issues but does provide some potential future forestry operations as well as conservation benefits to the District. District ownership of the property would increase public recreational access and would protect the property and river front from further development. The tract is accessible via a county-maintained dirt road. The county road also has a bridge that crosses the Alapahoochee River; however, the bridge is not included in the transaction and is not currently used by vehicles, pedestrians, or bicyclists.

Staff identified that initial management issues will include determining the appropriate action to take regarding planting or allowing natural regrowth of hardwood on approximately 25 acres that have been recently clear cut. Land Management staff view either option as non-impactful in terms of management needs or costs.

Discussions with the offeror have concluded that there is no interest selling a conservation easement.

Staff amended its original recommendation at the August 10, 2021 Lands Committee meeting to seek authorization for initial assessment costs not to exceed \$5,000.00. The Lands Committee unanimously approved the amended staff recommendation.

A copy of the offer, triage maps, summary map, and LiDAR map are attached.

SCS/tm
Attachments
File #2021-004

SUWANNEE RIVER WATER MANAGEMENT DISTRICT
PROPERTY OFFER APPLICATION

9225 CR 49, Live Oak, FL 32060

(386)362.1001

E-Mail: acquisitions@srwmd.org

Rule 40B-9.041(1), Florida Administrative Code, requires specific information to initiate the acquisition process.

Applicant Information

Name: William B. Shaffner
Address: 1529 NW 9TH DR City: Jennings State: FL Zip: 32053
Phone: 386 855-0994 E-Mail: bradshaffner@yahoo.com
Applicant Signature: [Signature] Date: 4/4/2021

Owner of Record (Owner is Applicant yes no)

Name: William Bradley Shaffner and Sunshine Shaffner
Address: 1529 NW 9TH DR City: Jennings State: FL Zip: 32053
Phone: 386 855-0994 E-Mail: bradshaffner@yahoo.com

Owner's Authorization: This is to advise the individual named above as applicant is the Authorized Representative of the owner(s) of the property described below. This authorization is for any communication and negotiations concerning conveyance of the property to the Suwannee River Water Management District.

Owner Signature: [Signature] Date: 4/4/2021
Owner Signature: [Signature] Date: 4.5.21

Property/Project Information

Asking Price (Fee) \$3,000,000 (Conservation Easement):
General Location (address, intersection, etc.) NE Hamilton County
Acreage: 37.00 County: Hamilton
Tax Parcel Number(s): 3868-030
Legal Description: GA ECT 224 2N 12E 2887C
ALL THAT FRACTIONAL LOT 224 LYING NORTH &
EAST OF ALAPAHACHEE RIVER ORB
Improvements: none

In addition, please provide an aerial, survey, or map identifying property boundaries and a copy of the Deed.

Title Condition (Deed restrictions, easements, mineral interest, rights held by others, etc.)

clear

Agreements (Identify any existing purchase agreement, option contract, listing agreement, or any other arrangement or agreement.)

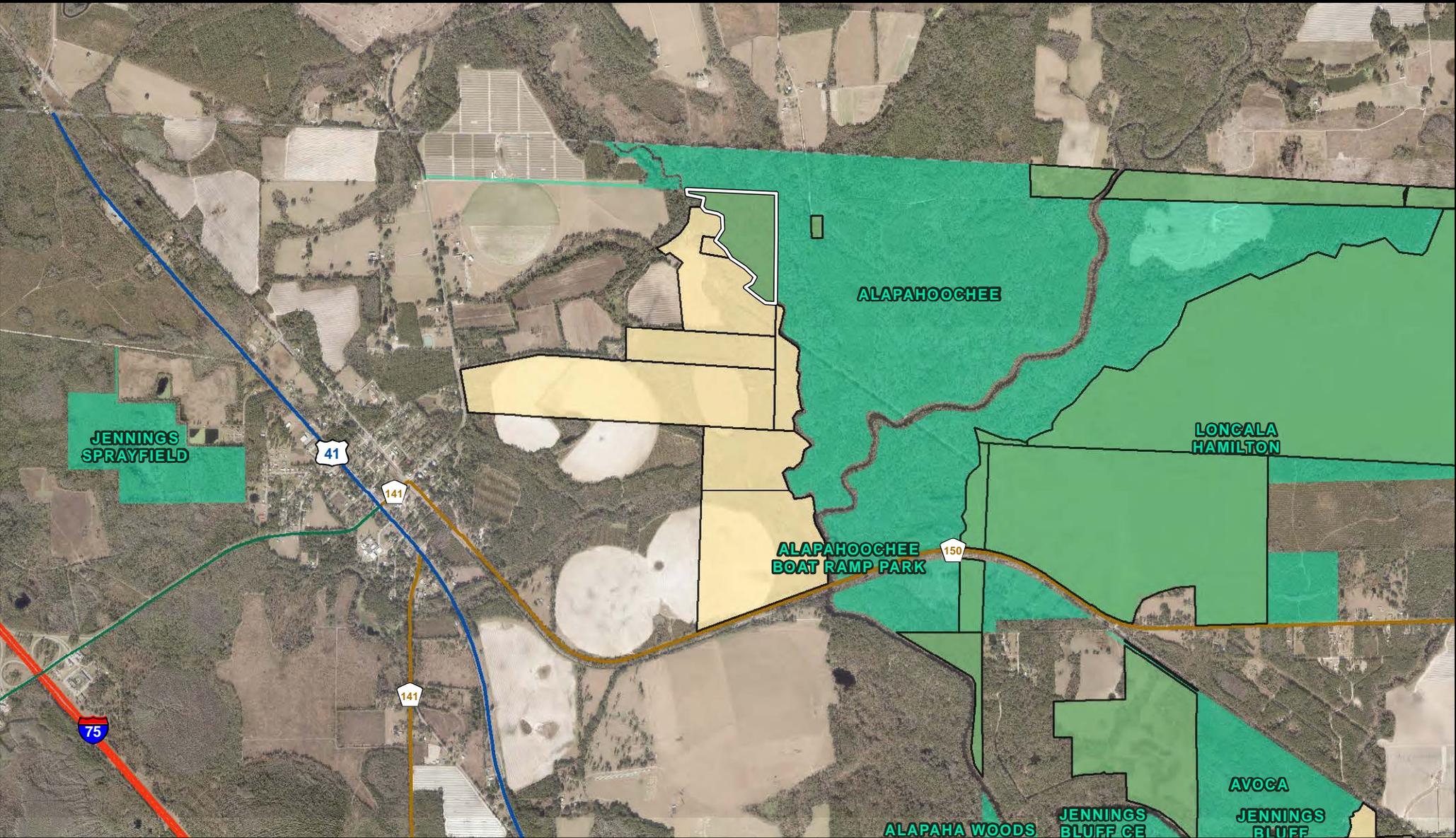
none

Other Pertinent Information (Please provide any other information that may be helpful in evaluating the request.)

direct river frontage adjacent to SRMD
upper Alapaha management area

BCS 5



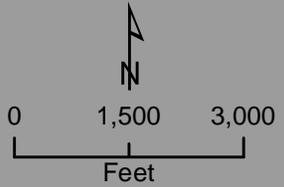
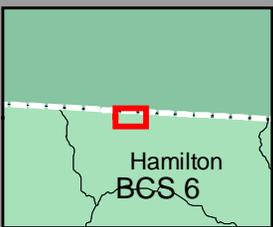


**Upper Alapaha Property
± 37 Ac
Hamilton County**

-  Property Boundary
-  SRWMD Ownership
-  Other Public Ownership

Adjacent Parcels Ranking

-  Primary
-  Secondary

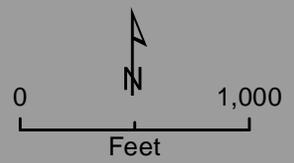
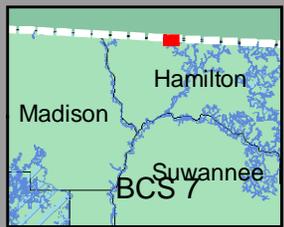


Note: This map was created by the Suwannee River Water Management District (SRWMD) to be used for planning purposes only. SRWMD shall not be held liable for any injury or damage caused by the use of data distributed as a public records request regardless of their use or application. SRWMD does not guarantee the accuracy, or suitability for any use of these data, and no warranty is expressed or implied. For more information please contact the SRWMD at 386-362-1001. Map Created 4/6/2021



-  Property Boundary
-  SRWMD Major Rivers
-  Priority 1
-  Priority 2
-  Other
-  Surface Waters (Riverine)

Upper Alapaha Property Property Offer Surface Water Protection

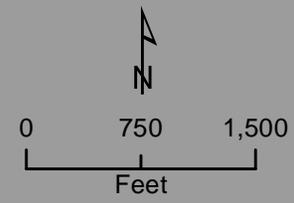
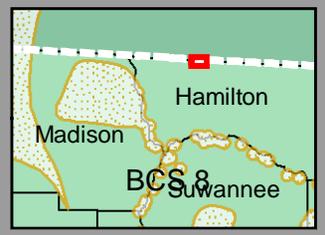


Note: This map was created by the Suwannee River Water Management District (SRWMD) to be used for planning purposes only. SRWMD shall not be held liable for any injury or damage caused by the use of data distributed as a public records request regardless of their use or application. SRWMD does not guarantee the accuracy, or suitability for any use of these data, and no warranty is expressed or implied. For more information please contact the SRWMD at 386-362-1001. Map Created 4/6/2021

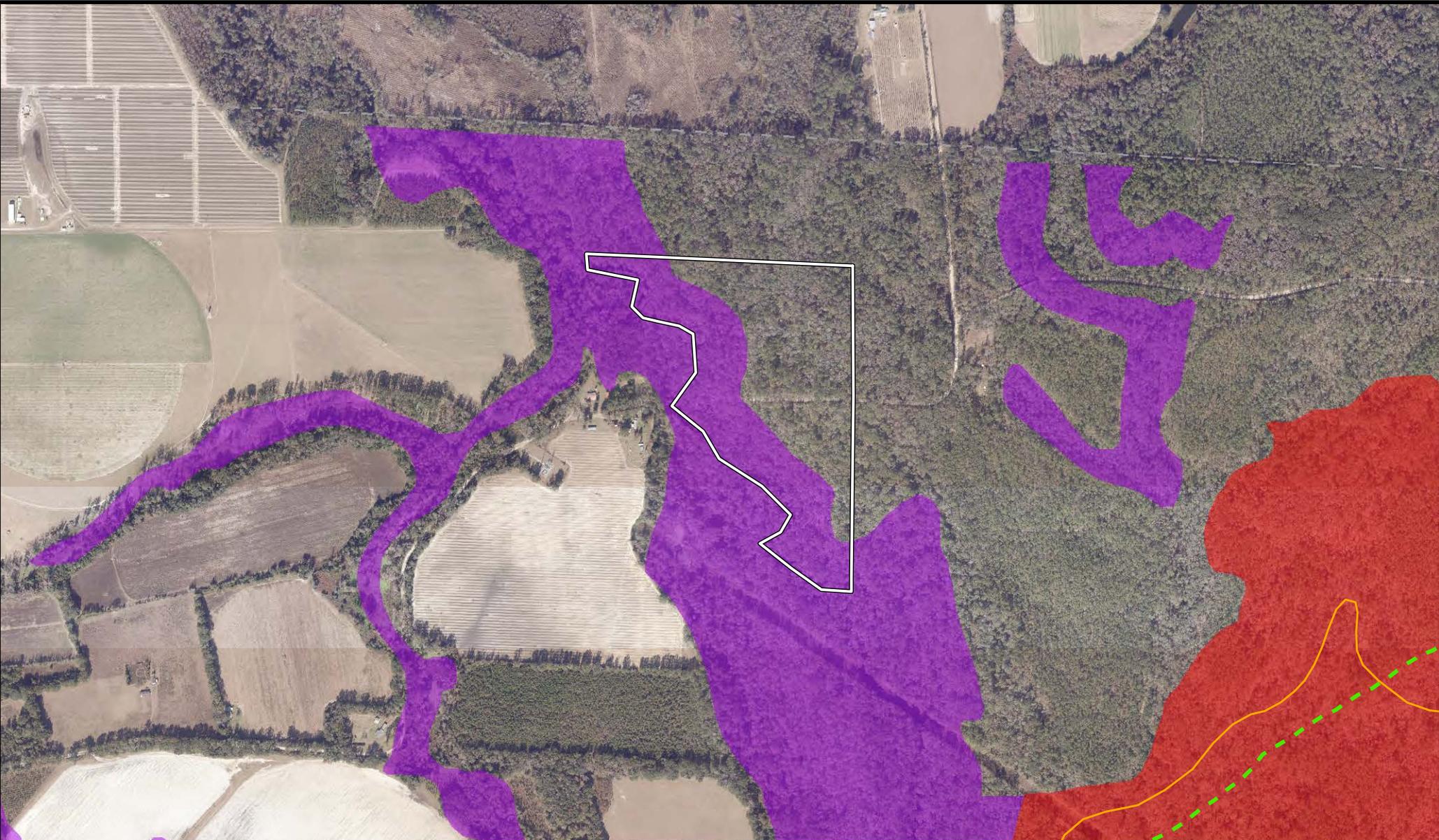


Upper Alapaha Property Property Offer Springs Protection

-  Property Boundary
-  Springs Protection

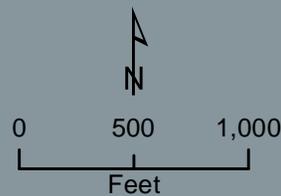
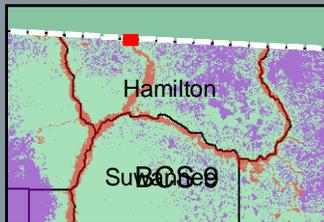


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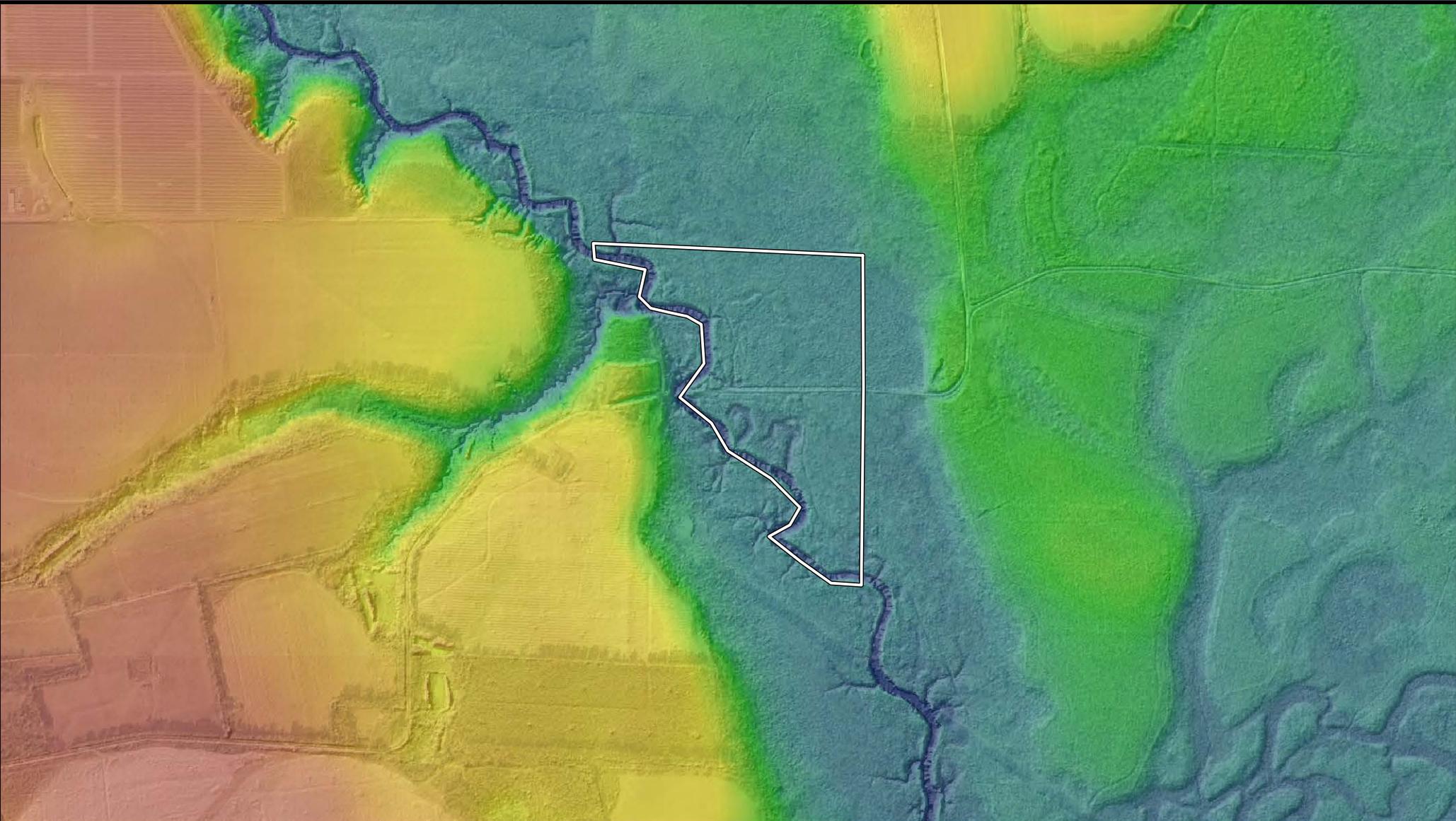


Upper Alapaha Property Property Offer Floodplain Protection

-  Property Boundary
-  10 Year Floodplain
-  Floodway
- 100 Year Floodplain**
-  Zone A
-  Zone AE



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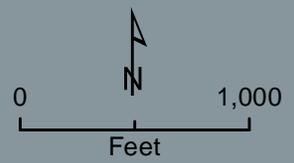
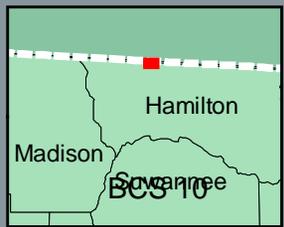
Upper Alapaha Property Property Offer LIDAR

 Property Boundary

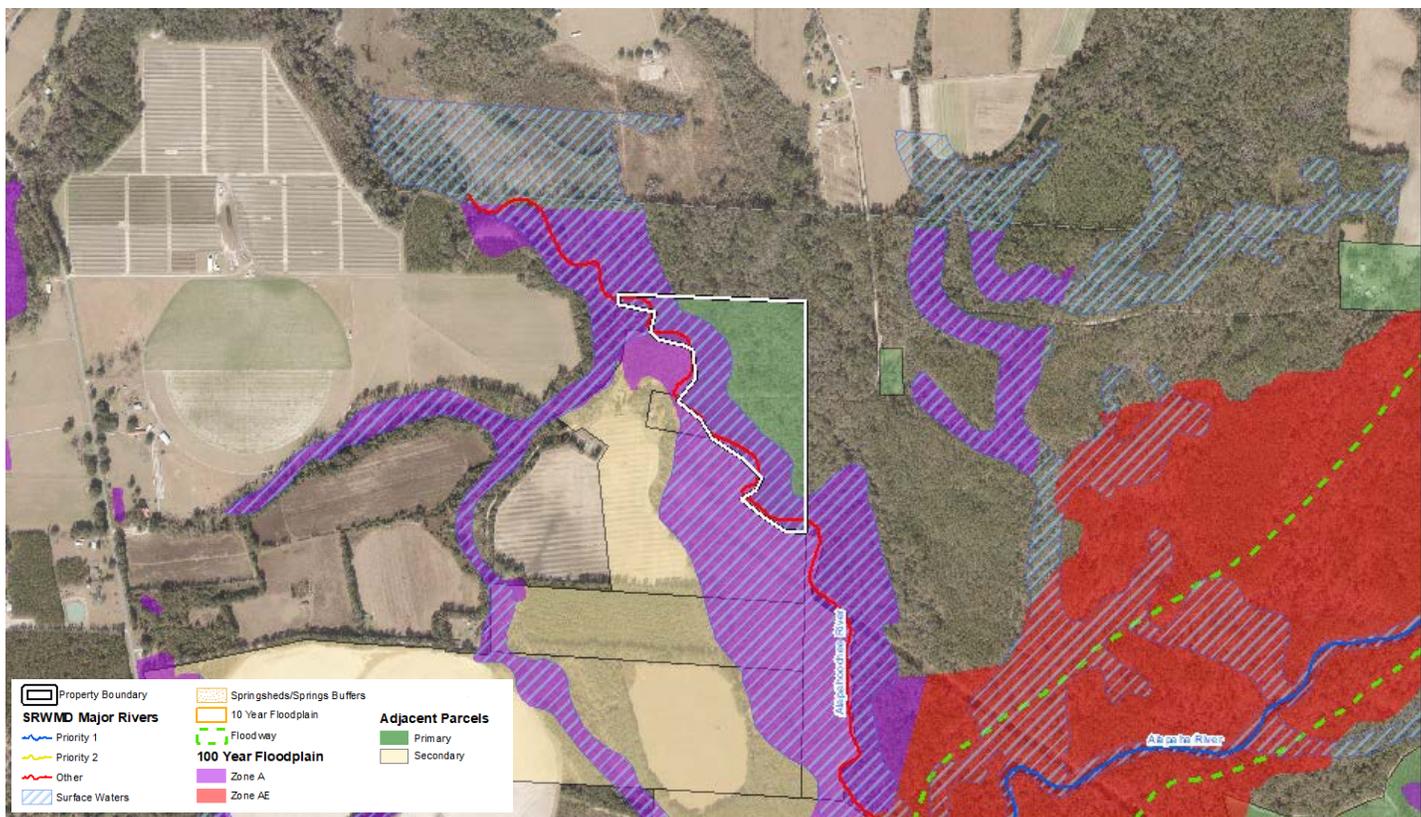
Bare Earth Elevation

 High : 149

Low : 66



Note: This map was created by the Suwannee River Water Management District (SRWMD) to be used for planning purposes only. SRWMD shall not be held liable for any injury or damage caused by the use of data distributed as a public records request regardless of their use or application. SRWMD does not guarantee the accuracy, or suitability for any use of these data, and no warranty is expressed or implied. For more information please contact the SRWMD at 386-362-1001. Map Created 4/6/2021



Property Name: Upper Alapaha Property

Date: 04/08/21

Acreage: ± 37 ac

County: Hamilton

Transaction Type: Acquisition

Florida Forever: No

Surface Water Protection

Major River: (Y) [Alapaha – Priority “Other”]

Riverine Surface Waters: (Y) [± 19.14 ac]

Flood Protection

Floodway: (N)

10 Year Floodplain: (N/A)

100 Year Floodplain: (Y) [19.59 ac]

Springs Protection

Springshed: (N)

Adjacency: (Y) [Primary]

Miscellaneous

PFA: (N)

WSPA: (Y) [Eastern]

BMAP: (N)

SUWANNEE RIVER WATER MANAGEMENT DISTRICT

MEMORANDUM

TO: Governing Board
FROM: Stephen Schroeder, Chief, Office of Administration
THRU: Tim Alexander, Deputy Executive Director, Division of Business and Community Services
DATE: September 3, 2021
RE: R.O. Ranch Exchange with McB-Pinehatchee, Lafayette County

RECOMMENDATION

Approval to contract for surveys with LD Bradley Surveyors for surveys of the R.O. Ranch surplused property and the McB-Pinehatchee property.

BACKGROUND

In December 2019, the Governing Board authorized staff to enter into negotiations with McB-Pinehatchee for the potential exchange of the previously surplused R.O. Ranch Tract consisting of 1,277 acres for a parcel identified as "Steinhatchee North" belonging to McB-Pinehatchee and consisting of 2,950 acres +/- . In April 2021, the Board approved an offer for the exchange in which the District would convey to McB-Pinehatchee the R.O. Ranch Tract and pay an additional amount of \$426,950 to McB-Pinehatchee in exchange for the 2,950 acres +/- owned by McB-Pinehatchee.

To facilitate the transaction, it is necessary that a survey be made of the R.O. Ranch Tract to provide an accurate legal description of the surplused parcel, provide a legal description for an access easement being retained by the District and to provide a legal description of the "fire tower" portion being retained by the District. Additionally, since the McB-Pinehatchee property is bordered in certain portions by private landowners, particularly timber companies, staff feels that it is imperative to have properly marked and surveyed boundaries of the tract to identify any encroachments and to avoid future boundary disputes. Such defined boundaries will also aid the District in installing fire-lines and in future timber operations and road maintenance on the property.

North Florida Land Trust (NFLT), acting as the agent for the District, conducted a competitive solicitation to identify surveyors capable and is willing to perform the survey to the District's specifications. The results of that solicitation are as follows:

George F Young	\$429,000
LD Bradley	\$176,750
J. Sherman Frier & Associates	\$88,300

After reviewing the submissions, NFLT recommended the District accept the bid from LD Bradley as being the best quality to the District. Staff reviewed the proposals internally and jointly with NFLT and found that JD Bradley, while not the lowest bidder, offers the best value to the District. District staff and NFLT felt that LD Bradley's proposal was more complete and comprehensive; demonstrating a strong knowledge of the needs of the District as well as familiarity with the degree of work involved in surveying the McB-Pinehatchee Tract.

Further, after reviewing the proposals, District staff requested a quote from one of its general

engineering firms that is under continuing contract with the District as a comparison. The proposal from that firm was in the amount of \$297,500.00.

McB-Pinehatchee has agreed to pay one-third of the cost of the survey meaning that the District will pay no more than \$117,833. There may be some ability to reduce the overall cost as the District will eliminate certain items from the survey on the McB-Pinehatchee Tract, including the eastern boundary that abuts the existing roadway identified as Long Trestle Road. Sections of the property that border land currently owned by the District are not included in the bid and will not be surveyed.

Staff has also considered a less expensive alternative which would provide the full survey of the R.O. Ranch property as included within the above recommendation and a metes and bounds description and sketch of the McB-Pinehatchee parcels. LD Bradley would provide the services and McB-Pinehatchee would contribute one-third of the cost.

This alternative would reduce the cost to approximately \$40,000.00 and would reduce time to completion. This alternative would not disclose or identify potential encroachments on the property and therefore, any encroachments would be excluded from the title insurance. Additionally, this alternative would not provide boundary markers for the property to be acquired by the District.

Staff is recommending that the Governing Board authorize the Executive Director to enter into a contract with LD Bradley Surveyors for an amount not to exceed \$176,750.00 or alternatively, authorize staff to proceed with a metes and bounds and sketch description of the McB-Pinehatchee property.

A copy of the proposal and the April 2021 Board memo are attached.

SCS/tm
Attachments
File #19-010

ATTACHMENT

SUWANNEE RIVER WATER MANAGEMENT DISTRICT

MEMORANDUM

TO: Governing Board
FROM: Stephen Schroeder, Chief, Office of Administration
THRU: Tim Alexander, Deputy Executive Director, Business and Community Services
DATE: March 26, 2021
RE: R.O. Ranch Exchange with McB-Pinehatchee, Lafayette County

RECOMMENDATION

Approval of the proposed offer for the exchange of R.O. Ranch surplus property with McB-Pinehatchee.

BACKGROUND

In December 2019, the Governing Board authorized staff to enter into negotiations with McB-Pinehatchee for the potential exchange of the previously surplused R.O. Ranch Tract consisting of 1,277 acres for a parcel identified as "Steinhatchee North" belonging to McB-Pinehatchee and consisting of 2,950 acres +/- North Florida Land Trust (NFLT), acting as the agent for the District has engaged in negotiations including obtaining two appraisals on each parcel, reviewing various title issues, and efforts to reconfigure the McB-Pinehatchee Tract to equalize the relative values of the parcels. During this period, NFLT identified existing mineral rights on the McB-Pinehatchee Tract which included rights of exploitation.

An assessment was conducted, and it has been determined that the exploitation and mineral rights are unlikely to be exercised due to the absence of economically beneficial minerals available on the site. McB-Pinehatchee is unwilling to reconfigure the property to equalize the values.

Appraisals of the parcels were conducted by two different appraisers with the average appraised values being as follows:

R.O. Ranch	\$3,025,000 (\$2,369 per acre)
McB-Pinehatchee	\$3,835,500 (\$1,300 per acre)

There is a difference in value between the two appraisals on the McB-Pinehatchee parcel of \$651,000 which is below the threshold of a mandatory review appraisal but is within the discretion of the Board to request a review appraisal.

Staff has made a tentative offer to McB-Pinehatchee subject to approval by the Governing Board, as follows:

Exchange of all of the R.O. Ranch surplus (1,277 acres +/-) for all of the McB-Pinehatchee parcel (2,950 acres +/-) together with the payment of \$426,950 from the District.

The offer is contingent on approval by the Governing Board and may include a requirement for a review appraisal. Additionally, the final exchange will be contingent upon a satisfactory Phase 1 Environmental Site Assessment and a satisfactory title search.

Staff developed the offer by subtracting the average of the R.O. Ranch appraisals (\$3,025,000) from a figure representing 90% of the average for the McB-Pinehatchee appraisals (\$3,451,000). This provides a cash difference of \$426,950 to be paid by the District. In considering the offer, staff determined that the District would be acquiring an additional 1,673 acres +/- within the acquisition. Staff also considered that at present, the District is spending approximately \$30,000 annually in maintenance costs on the R.O. Ranch Tract which includes utilities, mowing, building, and trail maintenance. Staff also considered that the lack of use of the buildings and other facilities is leading to degradation of the facilities and additional expenditures will be required to restore the facilities for use.

In terms of the total exchange values, the District would be acquiring 2,950 acres +/- of primary wetlands with some potential for future timber operations for the total cost of \$3,451,950 or \$1,170.15 per acre.

At the March 9, 2021 meeting, the Lands Committee unanimously approved the staff recommendation and declined to require a review appraisal. Copies of the context map and summary maps of both parcels are attached.

SCS/tm
Attachments
File #19-010

April 30, 2021

Ms. Rebecca Perry
Director of Real Estate and Community Conservation
North Florida Land Trust
843 Monroe Street
Jacksonville, Fl. 32202

RE: SURVEY PROPOSAL, R O RANCH PROPERTY, LAFAYETTE COUNTY, FLORIDA. (See Attachment 1 & 2)
Revised to Include SRWMD Survey Standards

Dear Ms. Perry,

I am pleased to provide you this proposal for above Referenced Project. For this project we will provide the following Professional Land Surveying services:

Boundary Survey, A Part of R O Ranch, as Surveyed by this firm Dated 7-03-06.

1. Boundary Survey of That Part as showing in orange, Shown on Attachment 1.
To include the Trail road going to the Northwest and Southwest and Including the Tower site. Not to include any interior Improvements, but to include Line Maintenance.
2. Boundary Survey of the area as shown on Attachment 2. (2972 acres +/-)
To include any interior Improvements and Line Maintenance of those line as shown in Green.

Price Proposal for the Above

1. \$ 20,350.00
2. \$ 156,400.00

All work will meet or exceed the Minimum Technical Standards for a land survey per Chapter 5J-17 of the Florida Administrative Code.

Six Signed and Sealed copies of the survey as well as the cadd files will be delivered.

After reviewing this proposal, should you have any further questions, or need additional information, please feel free to contact me.

Sincerely,



Richard Jenkins, PLS
Vice President

C:\Proposals\North Florida Land Trust revised

1.5 AC ±
BOUNDARY SURVEY
TOWER SITE

ATTACHMENT 1

ROAD TO BE
SURVEYED, MARKED,
& DESCRIBED

LIFE
ESTATE

← NEW BOUNDARY LINES
TO BE SURVEYED & MARKED
AND DESCRIBED

14

— RO RANCH AS SURVEYED
BY THIS FIRM
DATED: 07-03-06

— NEW BOUNDARY LINES TO BE
SURVEYED, & MARKED AND
LEGAL DESCRIPTION

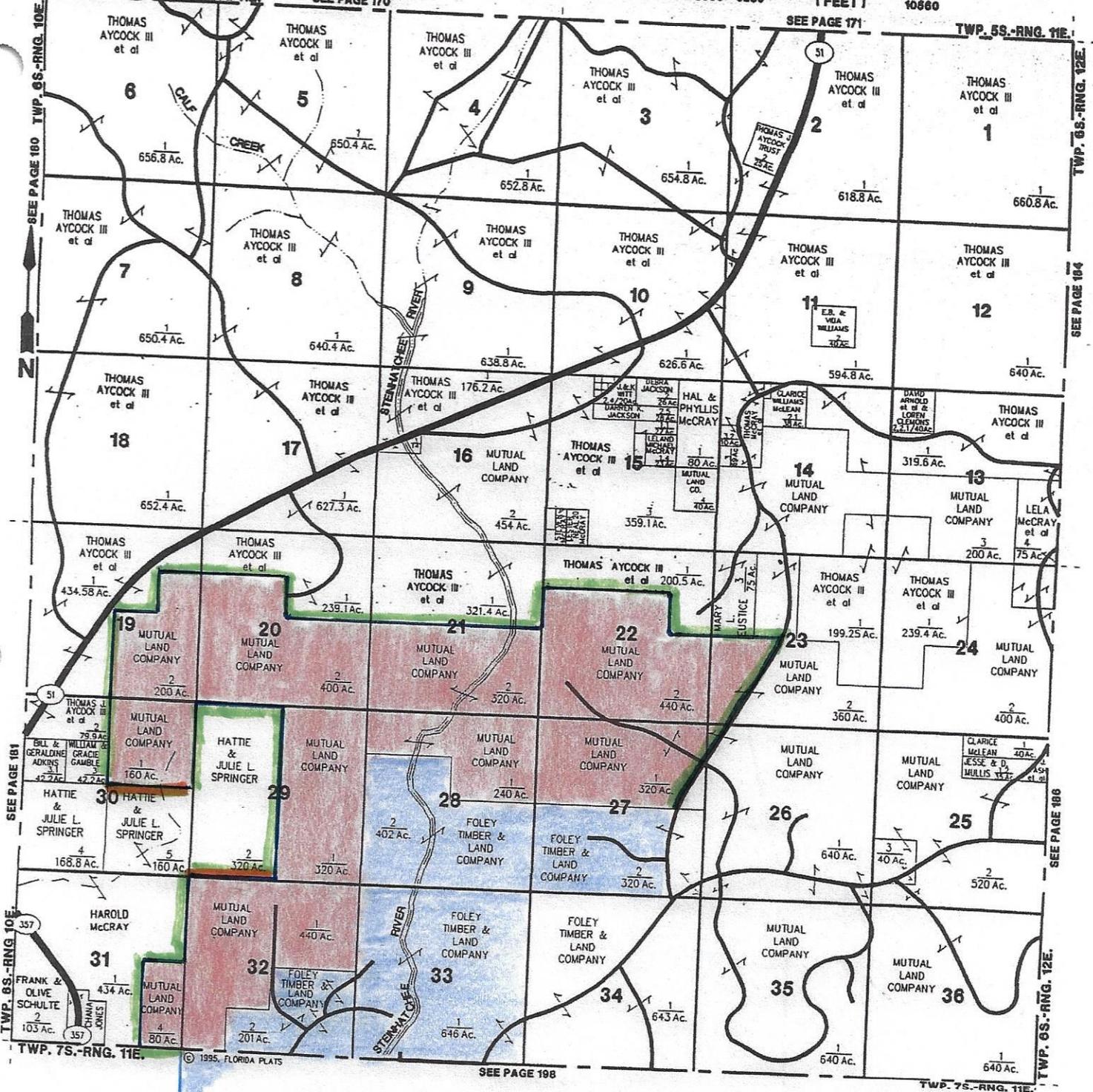
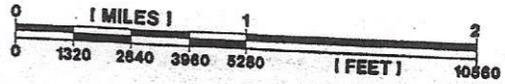
TWP. 6S.-RNG. 11E.

LAFAYETTE COUNTY, FLORIDA

SEE PAGE 166

T. 5S.-R. 10E | TWP. 5S.-RNG. 11E.

SEE PAGE 170



- 2972 Ac† = PROPERTY TO BE SURVEYED
- 60,720† = LINES TO BE CUT & PAINTED
- = EXISTING SRWMD PROPERTY

ATTACHMENT No 2

SUWANNEE RIVER WATER MANAGEMENT DISTRICT

MEMORANDUM

TO: Governing Board

FROM: Stephen Schroeder, Chief, Office of Administration

THRU: Tim Alexander, Deputy Executive Director, Business and Community Services

DATE: September 3, 2021

RE: Renew Property and Casualty, Comprehensive General Liability, Public Officials Liability, Auto, and Workers Compensation Insurance Coverage from Public Risk Insurance Agency

RECOMMENDATION

Authorize the renewal of Property and Casualty, Comprehensive General Liability, Public Officials Liability, Auto, and Workers Compensation insurance coverage from Public Risk Insurance Agency.

BACKGROUND

At its September 10, 2019 regular meeting, the Governing Board authorized the Executive Director to procure Property and Casualty, Comprehensive General Liability, Public Officials Liability, Auto, and Workers Compensation insurance coverage from Public Risk Insurance Agency (PRIA) after a public competitive solicitation process. The approval included a two-year term based on the same premium calculation methodology being used by PRIA. In Fiscal year 2021, the Board approved a rate increase based on various changes within the District's insurance needs, specifically the addition of new vehicles and an increase in payroll. This increase raised the 2021 premium to \$63,227.

For the fiscal year (FY) 2022, PRIA submitted a proposed a premium in the amount of \$70,836. This increase in premium is reflective of 1) increased payroll and 2) the addition of Cyber Liability coverage. The District realized a smaller increase last year because of a two-year rate guarantee which shielded us from large increases that occurred in FY 2021. This is the third year of the agreement and staff intends to conduct a competitive solicitation for this coverage during the upcoming calendar year and present proposals and recommendations to the Board when appropriate.

Funding for this agreement is included in the Tentative Budget under codes 13-3-805-3-3300 and 13-3804-3-3300 and contingent upon approval of the final FY 2022 budget.

A copy of the Premium Recapitulation is attached.

SCS/tm
Attachment

Premium Recapitulation
Page 1 of 2

	<u>Annual Premium</u>	<u>Check Option</u>	
		<u>Accept</u>	<u>Reject</u>
Preferred Package			
Property including Equipment Breakdown	\$18,174.00	<input type="checkbox"/>	<input type="checkbox"/>
Inland Marine	\$7,394.00	<input type="checkbox"/>	<input type="checkbox"/>
Crime / Employee Dishonesty	\$575.00	<input type="checkbox"/>	<input type="checkbox"/>
General Liability	\$11,754.00	<input type="checkbox"/>	<input type="checkbox"/>
Deadly Weapon Protection*	Included		
Public Officials / Employment Practices Liability	\$12,782.00	<input type="checkbox"/>	<input type="checkbox"/>
Cyber Liability	\$1,300.00	<input type="checkbox"/>	<input type="checkbox"/>
Automobile Liability	\$6,267.00	<input type="checkbox"/>	<input type="checkbox"/>
Automobile Physical Damage	\$5,529.00	<input type="checkbox"/>	<input type="checkbox"/>
Package Payment Plan:	Annual	<input type="checkbox"/>	<input type="checkbox"/>

***Deadly Weapon Protection Coverage:** Any Event that occurs at a Location which has been specifically leased or loaned by the District to any other entity or individual to host a permitted event planned and ticketed for more than 15,000 attendees over the duration of the event, **MUST BE reported to AND APPROVED by Preferred PRIOR to event.** The Trust may, at their discretion, charge an additional premium and/or impose additional conditions specifically for that event.

Workers' Compensation	\$7,061.00	<input type="checkbox"/>	<input type="checkbox"/>
Workers' Compensation Payment Plan:	Annual	<input type="checkbox"/>	<input type="checkbox"/>

All lines of coverage must be accepted in order to bind coverage with Preferred.

Premium Recapitulation
Page 2 of 2

	<u>Annual Premium</u>	<u>Check Option</u>
		<u>Accept</u> <u>Reject</u>
Travel Accident	\$598.00	Installment

I authorize PRIA to request the underwriters to bind coverage on the items indicated above and acknowledge receipt of the Compensation and Financial Condition Disclosure(s) provided in this proposal.

(Signature)



(Name & Title)

(Date)

SUWANNEE RIVER WATER MANAGEMENT DISTRICT

MEMORANDUM

TO: Governing Board

FROM: Pam Shaw, Chief, Office of Finance

THRU: Tim Alexander, Deputy Executive Director, Division of Business and Community Services

DATE: September 3, 2021

RE: July 2021 Financial Report

RECOMMENDATION

Approve the July 2021 Financial Report and confirm the expenditures of the District.

BACKGROUND

Section 373.553(1), Florida Statutes (F.S.), authorizes the delegation of authority by the Governing Board to the Executive Director to disburse District funds, providing certification is made to the Board at the next regular meeting that such disbursement is proper, in order, and within budgetary limits. In compliance with the statutory provisions in Chapter 373, F.S., the Governing Board of the Suwannee River Water Management District has directed staff to prepare a Financial Report as attached.

PS/tm
Attachments

**Suwannee River Water Management District
Cash Report
July 2021**

Financial Institution/Account	Monthly Interest	Interest Rate %	Closing Balance
First Federal Permit Fee	\$0.00		\$9,519.24
First Federal Accounts Payable	\$0.00		\$35,000.00
First Federal EFT Disbursements	\$0.00		\$0.00
First Federal Depository	\$48.07	0.01%	\$903,137.63
Special Purpose Investment Account (SPIA)*	<u>\$35,562.49</u>	0.92%	<u>\$43,824,999.26</u>
TOTAL	<u><u>\$35,610.56</u></u>		<u><u>\$44,772,656.13</u></u>

*SPIA is part of the Treasury Investment Pool administered by Florida Department of Financial Services.

**Suwannee River Water Management District
Statement of Sources and Uses of Funds
For the Month ending July 31, 2021
(Unaudited)**

	Current Budget	Actuals Through 7/31/2021	Variance (Under)/Over Budget	Actuals As A % of Budget
Sources				
Ad Valorem Property Taxes	\$ 6,034,682	\$ 6,189,378	\$ 154,696	102.6%
Intergovernmental Revenues	\$ 39,950,983	\$ 11,331,101	\$ (28,619,882)	28.4%
Interest on Invested Funds	\$ 130,000	\$ 527,102	\$ 397,102	405.5%
License and Permit Fees	\$ 163,000	\$ 226,328	\$ 63,328	138.9%
Other	\$ 1,000,000	\$ 745,246	\$ (254,754)	74.5%
Fund Balance ¹	\$ 11,789,923	\$ 1,535,677	\$ (10,254,246)	13.0%
Total Sources	\$ 59,068,588	\$ 20,554,832	\$ (38,513,756)	34.8%

	Current Budget	Expenditures	Encumbrances ²	Available Budget	%Expended	%Obligated ³
Uses						
Water Resources Planning and Monitoring	\$ 11,309,318	\$ 4,444,124	\$ 6,633,859	\$ 231,335	39%	98%
Acquisition, Restoration and Public Works	\$ 37,812,028	\$ 6,850,844	\$ 23,980,555	\$ 6,980,629	18%	82%
Operation and Maintenance of Lands and Works	\$ 6,127,699	\$ 3,077,648	\$ 582,733	\$ 2,467,318	50%	60%
Regulation	\$ 1,894,389	\$ 1,261,049	\$ 29,934	\$ 603,405	67%	68%
Outreach	\$ 243,657	\$ 148,230	\$ -	\$ 95,427	61%	61%
Management and Administration	\$ 1,681,497	\$ 1,232,043	\$ 45,868	\$ 403,586	73%	76%
Total Uses	\$ 59,068,588	\$ 17,013,938	\$ 31,272,949	\$ 10,781,700	29%	82%

¹ Actual Fund Balance used is recorded at the end of the fiscal year. This amount represents Fund Balance used for the Agricultural and RIVER Cost-Share, Regional Water Resource Development, and Project Effectiveness Metrics Programs.

² Encumbrances represent unexpended balances of open purchase orders and contracts.

³ Represents the sum of expenditures and encumbrances as a percentage of the available budget.

This financial statement is prepared as of July 31, 2021 and covers the interim period since the most recent audited financial statements.

SUWANNEE RIVER WATER MANAGEMENT DISTRICT
STATEMENT OF ACTIVITY - REVENUE AND EXPENSE ROLLUP (UNAUDITED)
FOR 7/31/2021

	Y-T-D ACTUAL	ENCUMBRANCE	ANNUAL BUDGET
<u>Report Recap -</u>			
REVENUES			
DISTRICT REVENUES	7,688,054	0	7,327,682
LOCAL REVENUES	86,480	0	86,480
STATE REVENUES	10,470,006	0	36,208,503
FEDERAL REVENUES	774,615	0	3,656,000
FUND BALANCE UTILIZATION	1,535,677	0	11,789,923
TOTAL REVENUES	20,554,832	0	59,068,588
EXPENDITURES			
SALARIES AND BENEFITS	4,989,335	0	6,709,559
CONTRACTUAL SERVICES	5,485,536	14,700,555	22,052,900
OPERATING EXPENDITURES	777,622	56,373	1,810,700
OPERATING CAPITAL OUTLAY	700,677	41,354	410,044
FIXED CAPITAL OUTLAY	842,325	0	5,077,000
INTERAGENCY EXPENDITURES	4,218,443	16,474,667	23,008,385
TOTAL EXPENDITURES	17,013,938	31,272,949	59,068,588
EXCESS REVENUES OVER (UNDER) EXPENDITURES	3,540,894	(31,272,949)	0
<u>General Fund -</u>			
REVENUES			
DISTRICT REVENUES	6,789,991	0	4,938,432
LOCAL REVENUES	86,480	0	86,480
STATE REVENUES	2,764,556	0	2,740,000
FEDERAL REVENUES	0	0	0
FUND BALANCE UTILIZATION	0	0	1,866,522
TOTAL REVENUES	9,641,027	0	9,631,434
EXPENDITURES			
SALARIES AND BENEFITS	3,909,263	0	5,181,595
CONTRACTUAL SERVICES	650,984	439,128	2,074,290
OPERATING EXPENDITURES	447,614	31,243	1,016,233
OPERATING CAPITAL OUTLAY	93,213	6,827	253,336
FIXED CAPITAL OUTLAY	0	0	0
INTERAGENCY EXPENDITURES	516,252	416,950	1,105,980
TOTAL EXPENDITURES	5,617,326	894,148	9,631,434
EXCESS REVENUES OVER (UNDER) EXPENDITURES	4,023,701	(894,148)	0
<u>Land Management Operations -</u>			
REVENUES			
DISTRICT REVENUES	692,253	0	2,314,250
LOCAL REVENUES	0	0	0
STATE REVENUES	2,157,907	0	2,290,119
FEDERAL REVENUES	0	0	40,000
FUND BALANCE UTILIZATION	0	0	2,020,330
TOTAL REVENUES	2,850,160	0	6,664,699
EXPENDITURES			
SALARIES AND BENEFITS	603,326	0	786,979
CONTRACTUAL SERVICES	1,535,645	505,365	3,328,610
OPERATING EXPENDITURES	321,146	10,947	722,467
OPERATING CAPITAL OUTLAY	12,856	942	156,708
FIXED CAPITAL OUTLAY	190,399	0	977,000
INTERAGENCY EXPENDITURES	438,769	68,383	692,935
TOTAL EXPENDITURES	3,102,141	585,637	6,664,699
EXCESS REVENUES OVER (UNDER) EXPENDITURES	(251,981)	(585,637)	0

SUWANNEE RIVER WATER MANAGEMENT DISTRICT
STATEMENT OF ACTIVITY - REVENUE AND EXPENSE ROLLUP (UNAUDITED)
FOR 7/31/2021

	Y-T-D ACTUAL	ENCUMBRANCE	ANNUAL BUDGET
<u>District Special Revenue -</u>			
REVENUES			
DISTRICT REVENUES	0	0	0
LOCAL REVENUES	0	0	0
STATE REVENUES	0	0	0
FEDERAL REVENUES	0	0	0
FUND BALANCE UTILIZATION	965,050	0	5,319,470
TOTAL REVENUES	965,050	0	5,319,470
EXPENDITURES			
SALARIES AND BENEFITS	0	0	0
CONTRACTUAL SERVICES	543,680	2,039,554	2,250,000
OPERATING EXPENDITURES	4,671	9,319	30,000
OPERATING CAPITAL OUTLAY	15,265	0	0
FIXED CAPITAL OUTLAY	0	0	0
INTERAGENCY EXPENDITURES	401,433	1,591,869	3,039,470
TOTAL EXPENDITURES	965,049	3,640,742	5,319,470
EXCESS REVENUES OVER (UNDER) EXPENDITURES	1	(3,640,742)	0
<u>State Special Revenue -</u>			
REVENUES			
DISTRICT REVENUES	205,811	0	0
LOCAL REVENUES	0	0	0
STATE REVENUES	5,547,544	0	31,178,384
FEDERAL REVENUES	0	0	0
FUND BALANCE UTILIZATION	570,627	0	2,583,601
TOTAL REVENUES	6,323,982	0	33,761,985
EXPENDITURES			
SALARIES AND BENEFITS	470,327	0	724,985
CONTRACTUAL SERVICES	1,965,069	6,703,075	10,749,000
OPERATING EXPENDITURES	3,064	4,865	36,000
OPERATING CAPITAL OUTLAY	579,344	33,586	0
FIXED CAPITAL OUTLAY	651,926	0	4,100,000
INTERAGENCY EXPENDITURES	2,861,988	14,397,465	18,152,000
TOTAL EXPENDITURES	6,531,718	21,138,991	33,761,985
EXCESS REVENUES OVER (UNDER) EXPENDITURES	(207,736) *	(21,138,991)	0
<i>*To be reimbursed by State Grants</i>			
<u>Federal Special Revenue -</u>			
REVENUES			
DISTRICT REVENUES	0	0	75,000
LOCAL REVENUES	0	0	0
STATE REVENUES	0	0	0
FEDERAL REVENUES	774,615	0	3,616,000
FUND BALANCE UTILIZATION	0	0	0
TOTAL REVENUES	774,615	0	3,691,000
EXPENDITURES			
SALARIES AND BENEFITS	6,419	0	16,000
CONTRACTUAL SERVICES	790,157	5,013,434	3,651,000
OPERATING EXPENDITURES	1,127	0	6,000
OPERATING CAPITAL OUTLAY	0	0	0
FIXED CAPITAL OUTLAY	0	0	0
INTERAGENCY EXPENDITURES	0	0	18,000
TOTAL EXPENDITURES	797,703	5,013,434	3,691,000
EXCESS REVENUES OVER (UNDER) EXPENDITURES	(23,088) *	(5,013,434)	0
<i>*To be reimbursed by Federal Grants</i>			

SUWANNEE RIVER WATER MANAGEMENT DISTRICT

MEMORANDUM

TO: Governing Board
FROM: Pam Shaw, Chief, Office of Finance
THRU: Tim Alexander, Deputy Executive Director, Division of Business and Community Services
DATE: September 3, 2021
RE: Inspector General Audit Report #21-01, Purchasing Card Program

RECOMMENDATION

Approve the Audit Committee recommendation to accept the Inspector General Audit Report #21-01, Purchasing Card Program, from Law, Redd, Crona & Munroe, P.A.

BACKGROUND

The Inspector General conducted internal audit procedures to review the District's procedures and internal control processes related to the purchasing card program. The scope of this audit included testing of the cardholder information, purchasing cards, and related charges.

The audit was conducted in accordance with the International Standards for the Professional Practice of Internal Auditing and generally accepted Government Audit Standards.

The Inspector General's report contains no findings.

On August 10, 2021, Jon Ingram, Audit Manager with Law, Redd, Crona & Munroe, P.A. presented the report to the audit committee and the audit committee voted to accept the report.

PS/tm
Attachment

**SUWANNEE RIVER WATER
MANAGEMENT DISTRICT**

**REPORT ON INTERNAL AUDIT OF
PURCHASING CARD PROGRAM**

REPORT #21-01

May 26, 2021

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Law, Redd, Crona & Munroe, P.A.
Certified Public Accountants

Governing Board
Suwannee River Water Management District
9225 CR 49
Live Oak, Florida 32060

We have performed internal audit procedures at the Suwannee River Water Management District (District) to review the District's purchasing card program.

We conducted this audit in accordance with the International Standards for the Professional Practice of Internal Auditing and generally accepted *Government Auditing Standards*. Those standards require that we plan and perform the audit to obtain sufficient, appropriate evidence to provide a reasonable basis for our findings and conclusions based on our audit objectives. We believe the evidence obtained provides a reasonable basis for our findings and conclusions based on our audit objectives.

The objective of our audit was to test and evaluate selected District procedures and controls over the purchasing card program. The accompanying report presents our analysis and is organized as follows:

- Background
- Objectives, Scope, and Methodology
- Observations and Recommendations
- Conclusion

The procedures we performed were applied to the District's cardholders, purchasing cards, and related charges. These procedures were accomplished by:

- Obtaining and inspecting the District's documented policies and procedures;
- Discussions with District staff;
- Performing tests of the District's compliance with selected policies and procedures.

Our procedures were not designed to express an opinion on the overall internal control environment or the internal control and fraud risk associated with the District, and we do not express such an opinion. Additionally, because of inherent limitations associated with internal control systems, errors or fraud may occur and not be prevented or detected by internal controls. Also, projections of any evaluation of the controls to future periods are subject to the risk that procedures may become inadequate because of changed conditions.

This report is intended solely for the information and use of the Governing Board and District management and is not intended to be used by anyone other than these specified parties.

Law Redd Crona + Munroe P.A.

LAW, REDD, CRONA & MUNROE, P.A.
Tallahassee, Florida
May 26, 2021

SUWANNEE RIVER WATER MANAGEMENT DISTRICT
PURCHASING CARD PROGRAM
May 26, 2021

BACKGROUND

The Suwannee River Water Management District (the “District”) was established by the Florida Water Resources Act of 1972, Chapter 72-299, Laws of Florida and operates under Chapter 373, *Florida Statutes*. The District encompasses all or part of fifteen counties in the north-central part of Florida. The District Governing Board was composed of seven members and two vacant seats at the time of audit fieldwork. Each member resides within the District and is appointed by the Governor and confirmed by the Senate. Board members are appointed for a four-year term.

Purchasing Card Program

The District implemented its Purchasing Card (P-Card) Program in August 2013. Bank of America is the card service provider. The cards are used to pay for approved commodities and services directly from vendors, and cards are used for authorized purchases only. Personal purchases or non-District related business use of the cards is prohibited.

The Office of Finance is responsible for appointing the P-Card Administrator. Duties include: processing requests for new and replacement cards; instructing cardholders on policies and procedures; coordinating the issuance, cancellation, and termination of cards; maintaining cardholder files; reviewing and maintaining policies and procedures; assisting cardholder in resolving disputed charges; and handling final resolutions of disputes.

The P-Card Administrator requests a card from the bank after a P-Card Request Form is completed and approved. When the P-Card is received, the P-Card Administrator reviews the P-Card policies and procedures with the cardholder. The cardholder then acknowledges understanding the policies and procedures by signing a P-Card Holder Agreement. The single purchase limit may not exceed \$999.99 unless authorized in writing by the Executive Director or designee. The cardholder’s authorization criteria may be adjusted periodically, as needed and approved by District management.

In addition to appointing the P-Card Administrator, the Office of Finance is responsible for: collecting and verifying transaction supporting documentation from the cardholder, including proper authorization of charges; reconciling the consolidated statement; reviewing coding accuracy before uploading to the District’s accounting system (AccuFund); ensuring timely payment of the monthly consolidated statement; and preparing 1099 forms, as applicable.

Each month, the cardholder or designated administrative staff receive a digital P-Card statement, downloaded from Bank of America by the Office of Finance. The cardholder or designated administrative staff will review all transactions, noting any errors, discrepancies, or disputes; match receipts to transactions; enter the appropriate general

Purchasing Card Program

ledger account code for each transaction within five business days of receiving the statement; after coding is complete, mark receipts as posted, date, and initial; scan receipts uploaded by the Office of Finance in AccuFund; attach original receipts to the P-Card statement, sign the statement, and deliver the documents to the Office of Finance. The Office of Finance reviews the Executive Director's P-Card transaction history and, on a monthly basis, the transactions are reviewed and approved by the Board Chair or designee.

District management is responsible for resolving any questioned charges with the cardholder and notifying the P-Card administrator of questioned charges. If a charge is deemed unnecessary or unofficial District use, the cardholder will return item(s) purchased and provide either a credit voucher or personal check made payable to the District. A written explanation of the violation will also be obtained from the cardholder.

OBJECTIVES, SCOPE, AND METHODOLOGY

The overall objective of this audit was to evaluate selected District procedures and controls over the purchasing card program. The scope of this audit included the District's cardholders, purchasing cards, and related charges.

To achieve our audit objectives, we conducted the following procedures:

- 1) Interviewed District personnel and reviewed the internal control procedures over purchasing cards and travel, as set forth in the District's policies and procedures manual.
- 2) Selected a sample of transactions to test for compliance with the District's policies and procedures.
 - a. From a listing of all 490 P-Card transactions for the period 01/01/2020 – 02/28/2021, we randomly selected 5 transactions and judgmentally selected 25 transactions for testing. Transactions were judgmentally selected on the basis of the total transaction amount, the number of transactions made by the individual cardholder, and any transactions that appeared unusual or potentially personal in nature.
 - b. For each selected transaction, we examined the corresponding employee's completed, signed, and approved P-Card Request Form, and agreed the spending limit to the P-Card Holder List, provided by the District. Additionally, we noted whether the form was signed and completed by the cardholder and the Office/ Program Chief. Where applicable, we determined if approval of changes to card spending limits were supported by documentation of management approval.
 - c. For each selected transaction, we examined the corresponding employee's completed, signed, and approved P-Card Holder Agreement.

Purchasing Card Program

- d. We determined if the transaction tested exceeded \$999.99. If the transaction exceeded this amount, we determined if the purchase was authorized in writing by the Executive Director.
 - e. We determined whether the supporting documentation demonstrated that the transaction tested was not personal in nature.
 - f. If the transaction was related to travel, we reviewed the corresponding District Travel Authorization Request form to determine if travel was authorized before the charge was incurred and considered whether travel appeared appropriate and properly approved based on the District policies and procedures.
 - g. We compared the total charge, merchant, and charge date to the supporting documentation provided for the transaction.
 - h. We traced the transaction to the cardholder monthly statement and compared the credit limit per the monthly statement to the credit limit noted on the P-Card Holder List. We reviewed the monthly statement for evidence of proper review and signature by the cardholder and manager to certify that all supporting documentation was attached prior to delivery to the Finance Office.
 - i. We traced total charges per the cardholder monthly statement to the Bank of America Purchasing Card company statement and compared a check copy to the total charges for all cards per the company statement. We determined if the statement was paid in a timely manner and appeared properly reconciled to the supporting documentation.
 - j. We traced the coding on the supporting documentation to the General Ledger Code List provided by the District, and determined if the transaction tested appeared was appropriately coded to AccuFund.
 - k. We inspected a copy of the P-Card, noting if the cardholder's name, the District name, and the expiration date were embossed on the card. We compared the cardholder's name and the last four digits of the card number to the P-Card Holder list, the cardholder monthly statement, and the company statement.
 - l. We determined if total purchases for the month exceeded the cardholder's monthly spending limit noted on the P-Card Holder list by reviewing the total cardholder activity on the individual monthly statement.
- 3) One card was cancelled during the 01/01/2020 – 02/28/2021 period. We conducted the following testing procedures to ensure this card was appropriately cancelled.
- a. We reviewed the cardholder's Employment Termination Checklist and compared the employee's name and date of termination to the cardholder's name and P-Card cancellation date (01/03/2020) per the P-Card Holder list.
 - b. We determined if the termination checklist documented the collection of the P-Card from the terminated employee.
 - c. We reviewed company statements for the period 01/04/2020 – 03/04/2021 to ascertain whether charges were incurred for the cancelled card.

- d. We obtained a listing of all active P-Cards as of 04/27/2021 to determine if the cancelled card appeared on the listing.

SUMMARY OF RESULTS

Based on the results of the procedures performed, we did not identify any exceptions or errors, and the District's records demonstrated compliance with its policies and procedures related to the purchasing card program. Processes are well-documented and, based on our tests, were followed accordingly.

We wish to take this opportunity to thank District staff for their assistance and cooperation in the conduct of our audit. If there are any questions regarding this report, please feel free to contact Richard Law, C.P.A., or Jon Ingram, C.P.A.

Law Redd Crona + Munroe P.A.

LAW, REDD, CRONA & MUNROE, P.A.

SUWANNEE RIVER WATER MANAGEMENT DISTRICT

MEMORANDUM

TO: Governing Board

FROM: Pam Shaw, Chief, Office of Finance

THRU: Tim Alexander, Deputy Executive Director, Division of Business and Community Services

DATE: September 3, 2021

RE: Inspector General Audit Report #21-02, Information Technology and Cybersecurity Controls

RECOMMENDATION

Approve the Audit Committee recommendation to accept the Inspector General Audit Report #21-02, Information Technology (IT) and Cybersecurity Controls from Law, Redd, Crona & Munroe, P.A.

BACKGROUND

The Inspector General conducted a review of the District IT and cybersecurity controls as set forth in the National Institute of Standards and Technology (NIST) *Framework for Improving Critical Infrastructure Cybersecurity*. The control objectives include:

- **Identify**: A sufficient understanding of the organization, including its business environment, resources, and related cybersecurity risks, has been developed to provide a foundation for managing risks.
- **Protect**: Appropriate safeguards have been implemented to limit or contain the impact of a potential cybersecurity event and ensure delivery of critical services.
- **Detect**: Appropriate activities have been implemented to timely identify the occurrence of a cybersecurity event.
- **Respond**: Appropriate activities have been implemented to contain or reduce the impact of a detected cybersecurity event.
- **Recover**: Appropriate activities and plans have been put in place to help the entity resume normal operations in a timely manner after a cybersecurity event.

The audit was conducted in accordance with the International Standards for the Professional Practice of Internal Auditing and generally accepted Government Audit Standards.

The Inspector General's report identifies three findings. This report is intended solely for the information and use by the Governing Board and District management and is not intended to be used by anyone other than these specified parties. The content of this report is confidential and exempt from public disclosure pursuant to Section 281.301, *Florida Statutes*.

On August 10, 2021, Jon Ingram, Audit Manager with Law, Redd, Crona & Munroe, P.A. presented the report to the audit committee and the audit committee voted to accept the report.

PS/tm

SUWANNEE RIVER WATER MANAGEMENT DISTRICT

MEMORANDUM

TO: Governing Board
FROM: Pam Shaw, Chief, Office of Finance
THRU: Tim Alexander, Deputy Executive Director, Division of Business and Community Services
DATE: September 3, 2021
RE: Inspector General Audit Report #21-03, Prior Internal Audit Findings

RECOMMENDATION

Approve the Audit Committee recommendation to accept the Inspector General Audit Report #21-03, Prior Internal Audit Findings, from Law, Redd, Crona & Munroe, P.A.

BACKGROUND

The Inspector General conducted follow-up activities related to IG Report #19-01 dated January 15, 2019. One finding related to IT Controls carried forward from this report. The follow-up activities focus on District actions taken to address prior year finding #3.

The audit was conducted in accordance with the International Standards for the Professional Practice of Internal Auditing and generally accepted Government Audit Standards.

The Inspector General's report identifies the finding as partially corrected. To avoid the possibility of compromising security details of the issue are not disclosed in this report. However, the specific details have been communicated to District management.

On August 10, 2021, Jon Ingram, Audit Manager with Law, Redd, Crona & Munroe, P.A. presented the report to the audit committee and the audit committee voted to accept the report.

PS/tm
Attachment

**SUWANNEE RIVER
WATER MANAGEMENT DISTRICT**

**FOLLOW-UP REPORT ON DISTRICT CORRECTIVE ACTIONS
REGARDING PRIOR INTERNAL AUDIT FINDINGS**

REPORT #21-03

July 27, 2021

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Law, Redd, Crona & Munroe, P.A.
Certified Public Accountants

Governing Board
Suwannee River Water Management District
9225 CR 49
Live Oak, Florida 32060

Pursuant to Section 20.055(8)(c)4., Florida Statutes, and the District's internal audit activity charter, as the District's Inspector General we are reporting on the status of the Suwannee River Water Management District corrective actions taken on unresolved prior internal audit findings and recommendations disclosed in our internal audit reports dated before October 1, 2020.

If you have any questions regarding this report, please contact Richard Law, C.P.A. or Jon Ingram, C.P.A.

Sincerely,

LAW, REDD, CRONA & MUNROE, P.A.
Tallahassee, Florida
July 27, 2021

SUWANNEE RIVER WATER MANAGEMENT DISTRICT
FOLLOW-UP ON PRIOR INTERNAL AUDIT FINDINGS
July 27, 2021

BACKGROUND

Pursuant to Section 20.055(8)(c)4., Florida Statutes, and the internal audit activity charter, the District's Inspector General is required to follow-up and report on the status of management's corrective actions taken on findings and recommendations disclosed in previous internal audit reports.

In our internal audit report #20-01, dated January 31, 2020, we reported that the District was still in the process of correcting two information technology (IT) findings carried forward from an internal audit report issued prior to October 1, 2019. During the period of October 1, 2019, through September 30, 2020, there were no new internal audit findings or recommendations. Accordingly, only the matters carried forward from report #20-01 needed follow-up for this audit report.

OBJECTIVES, SCOPE, AND METHODOLOGY

The objective of this follow-up engagement was to determine the status of corrective actions taken by the District to address the remaining findings and recommendations carried forward from report #20-01, dated January 31, 2020. The remaining prior findings are listed in a table presented in the Observations and Recommendations section of this report.

To achieve our audit objectives, we conducted the following procedures:

- 1) Examined internal audit report #20-01 and supporting working papers. Reviewed the details of the prior findings and previous District management responses thereto.
- 2) Made inquiries of and obtained representations from District management regarding the current status of corrective actions taken to address the prior internal audit findings and recommendations.
- 3) Examined District records and documentation relating to management's corrective actions.

Follow-up on Prior Internal Audit Findings and Recommendations

OBSERVATIONS AND RECOMMENDATIONS

Our audit disclosed that the District continues to make progress in addressing the remaining open prior findings and recommendations. For a list of the matters included in our scope and results of our follow-up on each item, please see the following table.

Prior Internal Audit Findings Corrective Action Status			
Original Report	Last Follow-up Report	Finding	Status as of July 2021
#14-01 IT Controls	#20-01	Protecting Administrator Accounts	In Progress
		IT Risk Assessment	Corrected

As shown above, one prior finding is still in the process of being corrected by the District. We are not disclosing specific details of the issue in this report to avoid the possibility of compromising security over District data and IT resources. However, we have communicated the specific details to District management.

Recommendation:

District management should continue working toward addressing the IT control issue as resources permit.

Management's Response:

District staff will continue working toward addressing the IT control issue with completion expected by end of the calendar year.

CONCLUSION

As discussed above, District management has continued to make progress in addressing previously reported internal audit findings. We recommend that management review the remaining unresolved issue referencing in this report, determine the cost benefit of the recommendation, and take appropriate action.

We wish to take this opportunity to thank District staff for their assistance and cooperation in the conduct of our audit. If there are any questions regarding this report, please feel free to contact Richard Law, C.P.A., or Jon Ingram, C.P.A.

Law Redd Crona + Munroe P.A.

LAW, REDD, CRONA & MUNROE, P.A.

SUWANNEE RIVER WATER MANAGEMENT DISTRICT

MEMORANDUM

TO: Governing Board
FROM: Pam Shaw, Chief, Office of Finance
THRU: Tim Alexander, Deputy Executive Director, Division of Business and Community Services
DATE: September 3, 2021
RE: Annual Report of District Inspector General Activities for the Fiscal Year 2020-2021

RECOMMENDATION

Approve the Audit Committee recommendation to accept the Annual Report of the District Inspector General Activities for the Fiscal Year (FY) 2020–2021 from Law, Redd, Crona & Munroe, P.A.

BACKGROUND

Pursuant to Section 20.055(8), Florida Statutes, and Section 6 of District contract 12/13-040, Law, Redd, Crona & Munroe, P.A., prepared the attached Annual Report of District Inspector General Activities for Fiscal Year ending September 30, 2021, dated July 28, 2021. The report is a summary of activities completed by the Inspector General including three audit reports:

- Report No. 21-01, Purchasing Card Program
- Report No. 21-02, Information Technology (IT) and Cybersecurity Controls
- Report No. 21-03, Follow-up Report on District Corrective Actions Regarding Prior Internal Audit Findings

The audit committee accepted the annual report for FY 2020-2021 at its meeting on August 10, 2021.

PS/tm
Attachments

**SUWANNEE RIVER
WATER MANAGEMENT DISTRICT**

**ANNUAL REPORT
OF
DISTRICT INSPECTOR GENERAL ACTIVITIES**

**For the Fiscal Year Ending
September 30, 2021**

July 28, 2021

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Law, Redd, Crona & Munroe, P.A.
Certified Public Accountants

Governing Board
Suwannee River Water Management District
9225 CR 49
Live Oak, Florida 32060

Pursuant to Section 20.055(8), Florida Statutes, and Section 6 of the agreement with the District to serve as your Inspector General, we are pleased to present this Annual Report of District Inspector General Activities for the fiscal year ending September 30, 2021. Thank you for the opportunity to work with you and management in promoting accountability, integrity, and efficiency at the District.

If you have any questions regarding this Annual Report, please contact Richard Law, C.P.A.

Sincerely,

LAW, REDD, CRONA & MUNROE, P.A.
Tallahassee, Florida
July 28, 2021

**SUWANNEE RIVER WATER MANAGEMENT DISTRICT
ANNUAL REPORT OF DISTRICT INSPECTOR GENERAL ACTIVITIES
July 28, 2021**

INTRODUCTION

The Suwannee River Water Management District (District) and Law, Redd, Crona & Munroe, P.A. (LRCM) entered into an agreement, which was amended on June 18, 2018, for LRCM to provide District Inspector General Services pursuant to Sections 373.079(4)(b)2., and 20.055, Florida Statutes, and serve as a central point for coordination of and responsibility for activities that promote accountability, integrity, and efficiency in the District. In accordance with the contract requirements and Section 373.079(4)(b), Florida Statutes, Francis Marvin Doyal, CPA, CIG, was designated by the Governing Board as Inspector General for the District under the contract with LRCM.

LRCM, under the direction of the District Inspector General, is to:

- Conduct financial, compliance, electronic data processing, and performance audits of the District and prepare audit reports of its findings.
- Initiate, conduct, supervise, and coordinate investigations designed to detect, deter, prevent, and eradicate fraud, waste, mismanagement, misconduct, and other abuses in state government.
- Not later than September 30 of each year, prepare an annual report to the Board summarizing the activities of the Inspector General during the District's immediately preceding fiscal year.
- Self-report to the Board any written complaints, should they arise, that concern inappropriate actions or allegations of misconduct related to the duties and responsibilities of the District Inspector General or LRCM at the District.

**SUWANNEE RIVER WATER MANAGEMENT DISTRICT
ANNUAL REPORT OF DISTRICT INSPECTOR GENERAL ACTIVITIES
July 28, 2021**

ASSIGNED STAFF

During the fiscal year ending September 30, 2021, the following LRCM personnel worked on District Inspector General activities:

Name	Position	Certifications
Francis Marvin Doyal	District Inspector General	Certified Public Accountant Certified Inspector General
Richard Law	Managing Partner	Certified Public Accountant
Jon Ingram	Information Technology Audit Manager	Certified Public Accountant Certified Information Systems Auditor
Kathy Kohlman	Senior Auditor	

INSPECTOR GENERAL ACTIVITIES

LRCM and the District Inspector General completed the following activities during the year:

- Conducted a risk assessment and based on the results of the risk assessment, prepared a general internal audit plan for the three fiscal years ending September 30, 2023, and a detailed internal audit plan for the fiscal year ending September 30, 2021. The audit plans were approved by the Governing Board on September 8, 2020.
- Performed three internal audits, as described in the following section.

The District Inspector General did not receive any complaints during the fiscal year and did not initiate or conduct any investigations.

INTERNAL AUDITS PERFORMED IN 2020-21

Report No. 20-01, Internal Audit of the District’s Purchasing Card Program

This audit focused on selected District procedures and controls over the purchasing card program. Based on the results of our audit procedures, we did not identify any exceptions or errors, and the District’s records demonstrated compliance with its policies and procedures related to the purchasing card program.

SUWANNEE RIVER WATER MANAGEMENT DISTRICT
ANNUAL REPORT OF DISTRICT INSPECTOR GENERAL ACTIVITIES
July 28, 2021

Report No. 20-02, Internal Audit of the District's Information Technology and Cybersecurity Controls

This audit focused on the District's information technology (IT) and cybersecurity controls, which we evaluated based on selected security best practices set forth in guidelines from the National Institute of Standards and Technology and the Center for Internet Security. Our audit disclosed opportunities for improving District cybersecurity controls in the areas of network security, IT application inventory, and monitoring external IT service providers.

Report No. 20-03, Follow-up on District Corrective Actions Regarding Prior Internal Audit Findings

This follow-up was conducted pursuant to Section 20.055(8)(c)4., Florida Statutes and the District's internal audit activity charter. Our report noted that the District continues to make progress in addressing the findings and recommendations disclosed in our internal audit reports issued prior to October 1, 2020. All but one of the prior internal audit findings have been resolved. Corrective action is still in progress with regard to information technology (IT) controls for protecting administrator login accounts.

SUWANNEE RIVER WATER MANAGEMENT DISTRICT

MEMORANDUM

TO: Governing Board

FROM: Pam Shaw, Chief, Office of Finance

THRU: Tim Alexander, Deputy Executive Director, Division of Business and Community Services

DATE: September 3, 2021

RE: Inspector General Three-Year Audit Plan for Fiscal Years 2022 to 2024 and Fiscal Year 2021-2022 Internal Audit Work Plan

RECOMMENDATION

Approve the Audit Committee recommendation to accept the Inspector General's Three-Year Audit Plan for Fiscal Years 2022 to 2024 and the Fiscal Year 2021-2022 Internal Work Plan for Law, Redd, Crona & Munroe, P.A.

BACKGROUND

Law, Redd, Crona & Munroe, P.A., prepared a Three-Year Internal Audit Plan for Fiscal Years 2022 to 2024 (attached) with a list of recommended future audit topics for the Audit Committee's consideration. The topics were identified based on the Inspector General's risk assessment activities and discussion with District management.

Law, Redd, Crona & Munroe, P.A., also prepared the Fiscal Year (FY) 2021-2022 Internal Audit Work Plan (attached) for the Audit Committee's review and approval.

On August 10, 2021, Jon Ingram, Audit Manager with Law, Redd, Crona & Munroe, P.A. presented these plans to the audit committee. The audit committee recommended adding Employee Teleworking and Remote Working as an audit item for FY 2022-2023 and moving the audit item for Land Acquisition, Land Surplus, and Conservation Easements to FY 2023-2024. The Three-Year Audit Plan with the recommended changes and the FY 2021-2022 Internal Work Plan was accepted by the audit committee.

PS/tm
Attachments

Suwannee River Water Management District
Three Year Internal Audit Plan
For the Fiscal Years Ending September 30, 2022 through September 30, 2024

1. 2022
 - a. Update Risk Assessment
 - b. Follow-up on Prior Internal Audit Findings (if any)
 - c. Payroll/HR Procedures
 - d. Annual Report of IG Activities

2. 2023
 - a. Update Risk Assessment
 - b. Follow-up on Prior Internal Audit Findings (if any)
 - c. Six Month Follow-up on Auditor General Findings (if any)
 - d. Employee Teleworking and Remote Working
 - e. Annual Report of IG Activities

3. 2024
 - a. Update Risk Assessment
 - b. Follow-up on Prior Internal Audit Findings (if any)
 - c. Land Acquisition, Land Surplus, and Conservation Easements
 - d. Annual Report of IG Activities

Annual audit plans are also subject to unexpected events that may require the services of the Inspector General/Internal Auditor.

**SUWANNEE RIVER WATER MANAGEMENT DISTRICT
2022 INTERNAL AUDIT WORK PLAN**

Audit Area	Tentative Work Plan	Planned Start Date	Estimated Hours
Risk Assessment and Planning	<ul style="list-style-type: none"> - Discussions with District CFO and other management as necessary - Other risk assessment procedures - Identify areas of concern - Design of specific audit procedures - Presentation of audit plans to Governing Board's Audit Committee 	July/August 2021	20
Payroll/HR Procedures	<ul style="list-style-type: none"> - Review District payroll and related human resources (HR) policies and procedures. - Test a sample of employees to verify authorization of rate of pay. - Test a sample of new hire personnel files to determine accuracy and adequacy of documentation maintained by the HR and Payroll departments. - Test a sample of terminated employees to determine whether the cutoff of the last payroll check was appropriate and that the accrued terminal leave payment was accurately calculated. - Review internal controls over the transmittal of payroll direct deposit authorizations to the bank. 	February 2022	70
Follow-up on Prior Internal Audit Findings	<ul style="list-style-type: none"> - Review the status of District corrective action toward the observations and recommendations in prior internal audit report No. 17-01, Information Technology Controls that were unresolved as of our 2019 follow-up review. 	May 2022	20
Discretionary	<ul style="list-style-type: none"> - Reserved for procedures to be performed at the discretion of the Inspector General without the prior knowledge of management. - Perform additional procedures as deemed necessary as a result of other procedures performed or at the request of the Governing Board, management, and/or external auditor. 	October 2021 – September 2022	15
Reporting	<ul style="list-style-type: none"> - Preparation of Internal Audit Reports - Presentation of Draft Reports to District CFO - Presentation of Final Audit Reports to Audit Committee - Presentation of Annual Report of IG Activities to Audit Committee 	October 2021 - September 2022	40

Total Hours	165.00
Estimated Blended Hourly Rate	\$147.75
Subtotal	\$24,378.75
Travel (s. 112.061, F.S.)	\$1,000.00
Estimated Fee	\$25,378.75

Estimated Blended Hourly Rate

	<u>Hourly Rate</u>	<u>Per Cent Utilized</u>	<u>Extension</u>
Inspector General	\$220	10%	\$ 22.00
Partner-in-Charge	\$220	10%	22.00
Audit Manager/IT Manager	\$155-165 (blended)	25%	40.00
Senior Auditor	\$125	35%	43.75
Staff Auditor	\$100	20%	<u>20.00</u>
	Blended Rate		<u><u>\$ 147.75</u></u>

SUWANNEE RIVER WATER MANAGEMENT DISTRICT

MEMORANDUM

TO: Governing Board

FROM: Pam Shaw, Chief, Office of Finance

THRU: Tim Alexander, Deputy Executive Director, Division of Business and Community Services

DATE: September 3, 2021

RE: Contract Renewal with Powell and Jones, CPAs, for Financial Audit Services for Fiscal Year 2021-2022

RECOMMENDATION

Accept the Audit Committee recommendation to approve the renewal of Contract 16/17-082 with Powell and Jones, CPAs, for Financial Audit Services not to exceed \$28,000 for Fiscal Year 2021-2022.

BACKGROUND

In 2016, the District put the financial audit services out for bids on RFP 15/16-30EO. Powell and Jones, CPAs, won the bid and was awarded a three-year contract for Fiscal Year (FY) 2017 through 2019 for an amount not to exceed \$82,400, including annual rates of: FY 2017 - \$26,900, FY 2018 - \$27,500, and FY 2019 - \$28,000. The contract provides an option for five subsequent one-year renewals. The contract was renewed in FY 2020 and FY 2021 for \$28,000 each year. This renewal represents year three of the subsequent renewals.

Powell and Jones, CPAs, has performed the annual financial audits since FY 2013. In addition to providing financial audit services, they submit the Annual Financial Report to the Florida Department of Financial Services – Bureau of Accounting and to the Federal Single Audit Clearinghouse. Powell and Jones, CPAs, also provides routine guidance to the Finance staff.

Staff recommends the renewal of financial audit services with Powell and Jones, CPAs, for a one-year term commencing on October 1, 2021, and continuing through September 30, 2022.

Funding for this work is contingent upon approval of the FY 2021-2022 under account code 01-2585-6-6103-01.

On August 10, 2021, the Audit Committee voted to renew contract 16/17-082 with Powell and Jones, CPAs.

PJS/tm
Contract #16/17-082

SUWANNEE RIVER WATER MANAGEMENT DISTRICT

MEMORANDUM

TO: Governing Board

FROM: Paul Buchanan, GIS Program Manager, Office of Information Technology

THRU: Tim Alexander, Deputy Executive Director, Division of Business and Community Services

DATE: September 3, 2021

RE: Renewal of Environmental Systems Research Institute GIS Software License Maintenance

RECOMMENDATION

Authorize the Executive Director to renew Environmental Systems Research Institute software license maintenance for Fiscal Year 2021-2022 for an amount not to exceed \$47,500.00.

BACKGROUND

Computer software programs are essential to the mission of the District. ArcGIS and other associated tools, provided by Environmental Systems Research Institute, Inc., (ESRI) have become essential tools used by the District for planning, inventorying, querying, or analyzing spatial data in an effort to resolve problems in a timely manner. The District's entire geographic mapping and spatial data management systems are based upon ESRI products.

All major state agencies and water management districts utilize ESRI systems, which facilitates data exchange and analyses. Maintenance includes technical support for users, upgrades for all licensed products and 40 users, and 4,000 credits for ArcGIS Online.

Funding for this recommendation is included in the Fiscal Year 2021-2022 Tentative Budget under code 13-3-801-5-3700-09 and is contingent upon approval of the Final Budget.

PB/tm
Attachment



Esri Inc
380 New York St
Redlands CA 92373-8118

Subject: Renewal Quotation

Date: 08/03/2021
To: Paul Buchanan
Organization: Suwannee River Water Management DIS
Fax #: 386-362-1056 **Phone #:** 386-362-1001

From: Trina Isaacs
Fax #: 909-307-3083 **Phone #:** 888-377-4575 Ext. 2258
Email: TISAACS@ESRI.COM

Number of pages transmitted
(including this cover sheet): 6

Quotation #26026540
Document Date: 07/02/2021

Please find the attached quotation for your forthcoming term. Keeping your term current may entitle you to exclusive benefits, and if you choose to discontinue your coverage, you will become ineligible for these valuable benefits and services.

If your quote is regarding software maintenance renewal, visit the following website for details regarding the maintenance program benefits at your licensing level

<http://www.esri.com/apps/products/maintenance/qualifying.cfm>

All maintenance fees from the date of discontinuation will be due and payable if you decide to reactivate your coverage at a later date.

Please note: Certain programs and license types may have varying benefits. Complimentary User Conference registrations, software support, and software and data updates are not included in all programs.

Customers who have multiple copies of certain Esri licenses may have the option of supporting some of their licenses with secondary maintenance.

For information about the terms of use for Esri products as well as purchase order terms and conditions, please visit

<http://www.esri.com/legal/licensing/software-license.html>

If you have any questions or need additional information, please contact Customer Service at 888-377-4575 option 5.



esri[®] 380 New York St
 Redlands, CA 92373-8118
 Phone: 888-377-4575/2258
 Fax #: 909-307-3083

Quotation

Date: 07/02/2021

Quotation Number: 26026540

Suwannee River Water Management DIS
 9225 County Road 49
 Live Oak FL 32060-7056
Attn: Paul Buchanan

Phone: 386-362-1001

Customer Number: 70

For questions regarding this document, please contact Customer Service at 888-377-4575.

Send Purchase Orders To:

Environmental Systems Research Institute, Inc.
 380 New York Street
 Redlands, CA 92373-8100
 Attn: Trina Isaacs

Please include the following remittance address on your Purchase Order:

Environmental Systems Research Institute, Inc.
 P.O. Box 741076
 Los Angeles, CA 90074-1076

Item	Qty	Material#	Unit Price	Extended Price
10	2	52384 ArcGIS Desktop Advanced Concurrent Use Primary Maintenance Start Date: 10/01/2021 End Date: 09/30/2022	3,000.00	6,000.00
1010	10	52385 ArcGIS Desktop Advanced Concurrent Use Secondary Maintenance Start Date: 10/01/2021 End Date: 09/30/2022	1,200.00	12,000.00
2010	2	87194 ArcGIS Desktop Basic Concurrent Use Primary Maintenance Start Date: 10/01/2021 End Date: 09/30/2022	700.00	1,400.00
3010	15	87195 ArcGIS Desktop Basic Concurrent Use Secondary Maintenance Start Date: 10/01/2021 End Date: 09/30/2022	500.00	7,500.00
4010	1	87232	500.00	500.00

Quotation is valid for 90 days from document date.

Any estimated sales and/or use tax has been calculated as of the date of this quotation and is merely provided as a convenience for your organization's budgetary purposes. Esri reserves the right to adjust and collect sales and/or use tax at the actual date of invoicing. If your organization is tax exempt or pays state taxes directly, then prior to invoicing, your organization must provide Esri with a copy of a current tax exemption certificate issued by your state's taxing authority for the given jurisdiction.

Esri may charge a fee to cover expenses related to any customer requirement to use a proprietary vendor management, procurement, or invoice program.

Issued By: Trina Isaacs **Ext:** 2258

[CSBATCHDOM]

To expedite your order, please reference your customer number and this quotation number on your purchase order.



esri[®]

380 New York St
Redlands, CA 92373-8118
Phone: 888-377-45752258
Fax #: 909-307-3083

Quotation

Page 2

Date: 07/02/2021

Quotation Number: 26026540

Item	Qty	Material#	Unit Price	Extended Price
		ArcGIS Spatial Analyst for Desktop Concurrent Use Primary Maintenance Start Date: 10/01/2021 End Date: 09/30/2022		
5010	4	87233 ArcGIS Spatial Analyst for Desktop Concurrent Use Secondary Maintenance Start Date: 10/01/2021 End Date: 09/30/2022	200.00	800.00
6010	1	87198 ArcGIS 3D Analyst for Desktop Concurrent Use Primary Maintenance Start Date: 10/01/2021 End Date: 09/30/2022	500.00	500.00
7010	2	87199 ArcGIS 3D Analyst for Desktop Concurrent Use Secondary Maintenance Start Date: 10/01/2021 End Date: 09/30/2022	200.00	400.00
8010	1	98696 ArcGIS Publisher for Desktop Concurrent Use Primary Maintenance Start Date: 10/01/2021 End Date: 09/30/2022	500.00	500.00
9010	6	87192 ArcGIS Desktop Basic Single Use Primary Maintenance Start Date: 10/01/2021 End Date: 09/30/2022	400.00	2,400.00
10010	5	87193 ArcGIS Desktop Basic Single Use Secondary Maintenance Start Date: 10/01/2021 End Date: 09/30/2022	300.00	1,500.00
12010	10	153147 ArcGIS Online Viewer (Formerly Named User Level 1) Term License Start Date: 10/01/2021 End Date: 09/30/2022	100.00	1,000.00
13010	1	161328 ArcGIS Enterprise Standard Up to Four Cores Maintenance Start Date: 10/01/2021 End Date: 09/30/2022	5,000.00	5,000.00
14010	1	161339	5,000.00	5,000.00

[CSBATCHDOM]



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380 New York St
Redlands, CA 92373-8118
Phone: 888-377-45752258
Fax #: 909-307-3083

Quotation

Page 3

Date: 07/02/2021 **Quotation Number:** 26026540

Item	Qty	Material#	Unit Price	Extended Price
		ArcGIS Image Server Up to Four Cores Maintenance Start Date: 10/01/2021 End Date: 09/30/2022		
15010	1	161348 ArcGIS GIS Server Basic Up to Four Cores Maintenance Start Date: 10/01/2021 End Date: 09/30/2022	3,000.00	3,000.00
			Item Subtotal	47,500.00
			Estimated Tax	0.00
			Total	USD 47,500.00

DUNS/CEC: 06-313-4175 CAGE: 0AMS3



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380 New York St
Redlands, CA 92373-8118
Phone: 888-377-45752258
Fax #: 909-307-3083

Quotation

Page 4

Date: 07/02/2021

Quotation Number: 26026540

Item	Qty	Material#	Unit Price	Extended Price
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Renewal Options:

- Online: Renew through My Esri site at <https://my.esri.com>
 - Credit Card
 - Purchase Order
 - Email Authorization
- Email or Fax: Email Authorization, Purchase Order or signed quote to:
 - Fax: 909-307-3083
 - Email: service@esri.com

Requests via email or signed quote indicate that you are authorized to obligate funds for your organization and your organization does not require a purchase order.

If there are any changes required to your quotation please respond to this email and indicate any changes in your invoice authorization.

If you choose to discontinue your support, you will become ineligible for support benefits and services. All maintenance fees from the date of discontinuation will be due and payable if you decide to reactivate your support coverage at a later date.

The items on this quotation are subject to and governed by the terms of this quotation, the most current product specific scope of use document found at <http://assets.esri.com/content/dam/esrisites/media/legal/product-specific-terms-of-use/e300.pdf>, and your applicable signed agreement with Esri. If no such agreement covers any item quoted, then Esri's standard terms and conditions found at [http://assets.esri.com/content/dam/esrisites/media/legal/ma-full/ma-full .pdf](http://assets.esri.com/content/dam/esrisites/media/legal/ma-full/ma-full.pdf) apply to your purchase of that item. Federal government entities and government prime contractors authorized under FAR 51.1 may purchase under the terms of Esri's GSA Federal Supply Schedule. Supplemental terms and conditions found at <http://www.esri.com/en-us/legal/terms/state-supplemental> apply to some state and local government purchases. All terms of this quotation will be incorporated into and become part of any additional agreement regarding Esri's offerings. Acceptance of this quotation is limited to the terms of this quotation. Esri objects to and expressly rejects any different or additional terms contained in any purchase order, offer, or confirmation sent to or to be sent by buyer. Unless prohibited by law, the quotation information is confidential and may not be copied or released other than for the express purpose of system selection and purchase/license. The information may not be given to outside parties or used for any other purpose without consent from Esri. Delivery is FOB Origin.

In order to expedite processing, please reference the quotation number and any/all applicable Esri contract number(s) (e.g. MPA, ELA, SmartBuy GSA, BPA) on your ordering document.

[CSBATCHDOM]



esri[®]

380 New York St
Redlands, CA 92373-8118
Phone: 888-377-45752258
Fax #: 909-307-3083

Quotation

Page 5

Date: 07/02/2021 **Quotation No:** 26026540 **Customer No:** 70

Item	Qty	Material#	Unit Price	Extended Price
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US FEDERAL CUSTOMERS: If you are a federal customer or a contractor purchasing on behalf of a federal customer a purchase order is required to receive an invoice. Please email the purchase order to service@esri.com

By signing below, you are authorizing Esri to issue a software support invoice in the amount of USD _____ plus sales tax, if applicable.

Please check one of the following:

I agree to pay any applicable sales tax.

I am tax exempt. Please contact me if Esri does not have my current exempt information on file.

Signature of Authorized Representative

Date

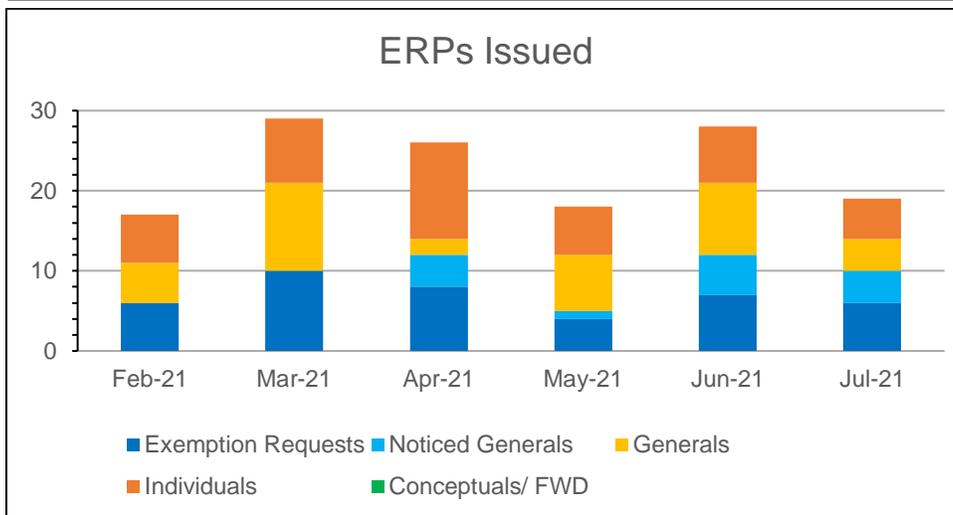
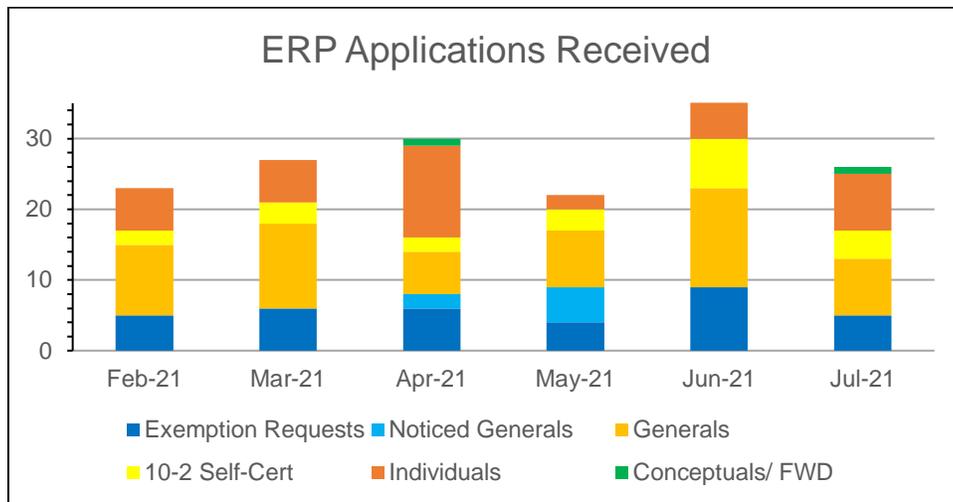
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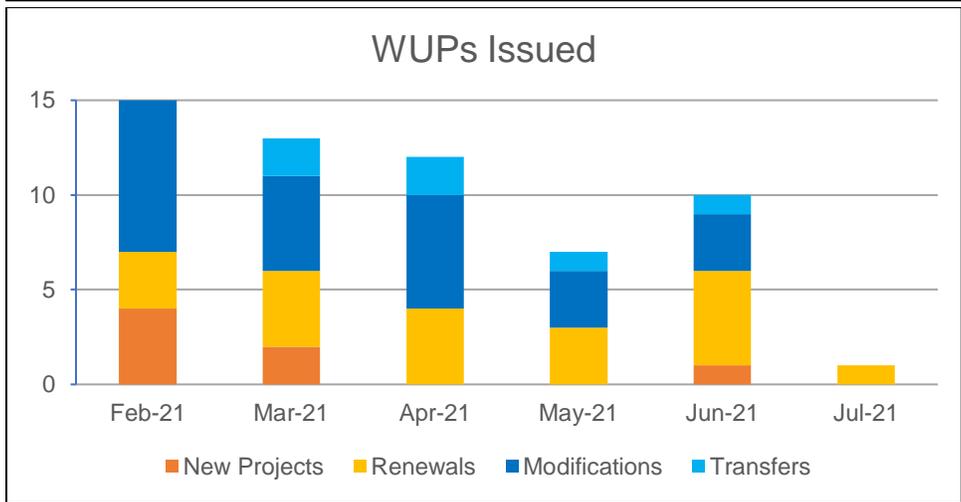
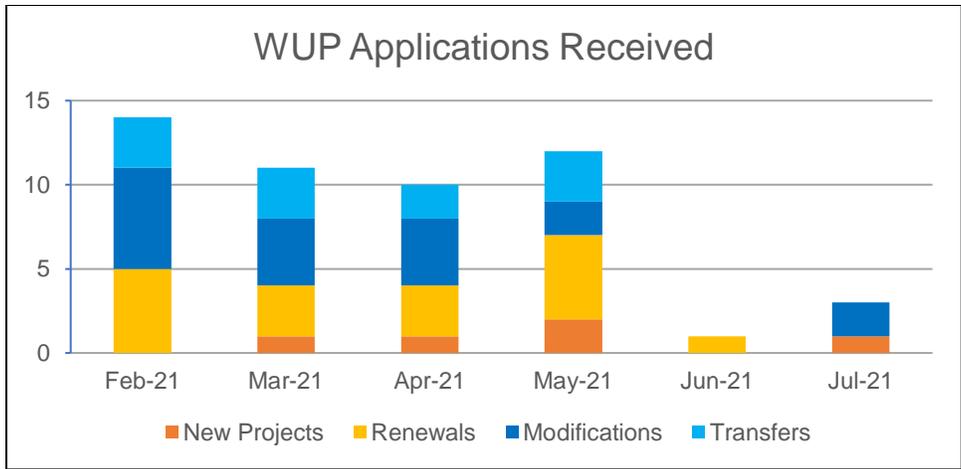
Title

SUWANNEE RIVER WATER MANAGEMENT DISTRICT

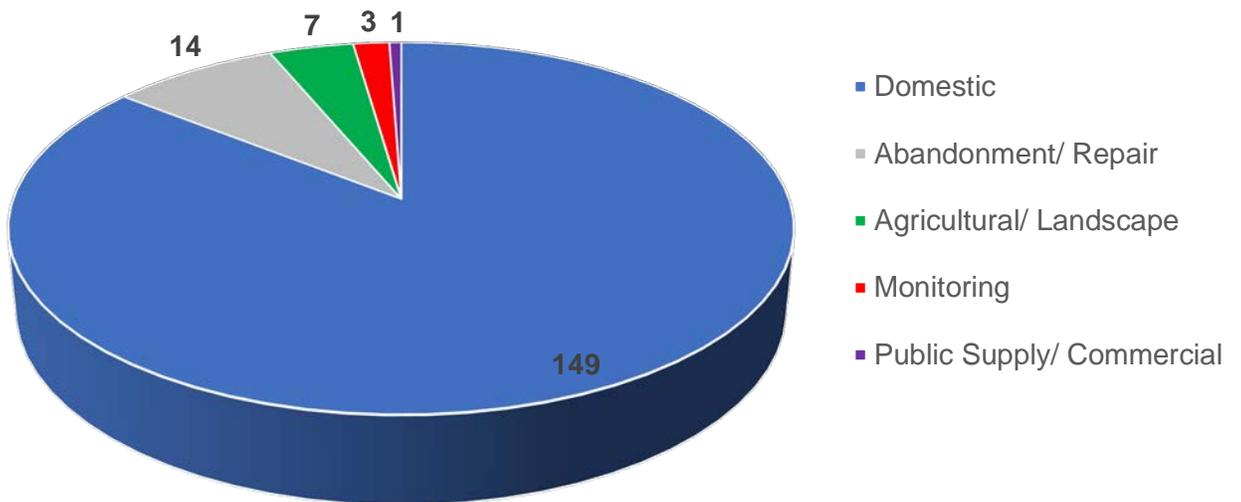
MEMORANDUM

TO: Governing Board
FROM: Warren Zwanka, Director, Division of Resource Management
THRU: Tim Alexander, Deputy Executive Director, Division of Business and Community Services
DATE: September 3, 2021
RE: Permitting Summary Report





Water Well Permits Issued July 2021



40B-400.091 Statewide Stormwater Rules

GB Authorized Rulemaking	12/8/2020
Notice of Rule Development	12/21/2020
Public Workshop	
Notice of Proposed Rule	
Notice of Rule Change	
File with DOS	
Effective Date	

40B-4.1110 Modification of Permits

GB Authorized Rulemaking	5/11/2021
Notice of Rule Development	6/11/2021
Public Workshop	N/A
Notice of Proposed Rule	6/29/2021
Notice of Rule Change	7/19/2021
File with DOS	
Effective Date	

40B-4.1140 Limiting Conditions on Permits

GB Authorized Rulemaking	5/11/2021
Notice of Rule Development	6/11/2021
Public Workshop	N/A
Notice of Proposed Rule	6/29/2021
Notice of Rule Change	7/19/2021
File with DOS	
Effective Date	

40B-4.3020 Content of WOD Permit Apps

GB Authorized Rulemaking	5/11/2021
Notice of Rule Development	6/11/2021
Public Workshop	N/A
Notice of Proposed Rule	6/29/2021
Notice of Rule Change	7/19/2021
File with DOS	
Effective Date	

40B-4.3040 Unlawful Use of WOD

GB Authorized Rulemaking	5/11/2021
Notice of Rule Development	6/11/2021
Public Workshop	N/A
Notice of Proposed Rule	6/29/2021
Notice of Rule Change	N/A
File with DOS	7/28/2021
Effective Date	8/17/2021

40B-1.703 Permit App. Procedures

GB Authorized Rulemaking	6/8/2021
Notice of Rule Development	7/20/2021
Public Workshop	N/A
Notice of Proposed Rule	
Notice of Rule Change	
File with DOS	
Effective Date	

40B-1.704 Bond

GB Authorized Rulemaking	6/8/2021
Notice of Rule Development	7/20/2021
Public Workshop	N/A
Notice of Proposed Rule	
Notice of Rule Change	
File with DOS	
Effective Date	

40B-1.706 Fees

GB Authorized Rulemaking	6/8/2021
Notice of Rule Development	7/20/2021
Public Workshop	N/A
Notice of Proposed Rule	
Notice of Rule Change	
File with DOS	
Effective Date	

40B-1.709 Permit Suspension, Revoc., Mod. 40B-1.1010 Pt. of Entry into Proceedings

GB Authorized Rulemaking	6/8/2021	GB Authorized Rulemaking	6/8/2021
Notice of Rule Development	7/20/2021	Notice of Rule Development	7/20/2021
Public Workshop	N/A	Public Workshop	N/A
Notice of Proposed Rule		Notice of Proposed Rule	
Notice of Rule Change		Notice of Rule Change	
File with DOS		File with DOS	
Effective Date		Repealed	

Compliance Agreements:

None to report

SUWANNEE RIVER WATER MANAGEMENT DISTRICT

MEMORANDUM

TO: Governing Board

FROM: Ashley Stefanik, Regulatory Office Chief, Office of ERP and Environmental Compliance

THRU: Tim Alexander, Deputy Executive Director, Division of Business and Community Services

DATE: September 3, 2021

RE: Environmental Resource Permit Denial - Application Number ERP-123-212006-4, Carrie's Heritage Village, Taylor County

RECOMMENDATION

Deny, without prejudice, Environmental Resource Permit application number ERP-123-212006-4, Carrie's Heritage Village, Taylor County, for failure to provide a complete permit application within allotted timeframes.

BACKGROUND

The District received a stormwater Environmental Resource Permit (ERP) application to construct a residential subdivision on March 11, 2021. On March 29, 2021, District staff emailed a Request for Additional (RAI) requesting 23 items including the application fee, surety bond, sinkhole repair plan, and other assurances the application meets the requirements of ERP Applicant's Handbook Volume II with a response due date of June 27, 2021.

On June 17, 2021, Brent Whitman, agent for George R. Lollis, applicant, called stating the 90-day RAI warning notice had been received and the applicant wanted to withdraw the application.

On June 28, 2021, District staff emailed Brent Whitman requesting the withdraw request in writing. To date there has been no response.

On June 30, 2021, District staff called Mr. Lollis requesting an email confirming the request to withdraw the application. Mr. Lollis refused the request. To date neither a request to withdraw the application nor an RAI response have been received.

AS/tm
Attachment

INDIVIDUAL ENVIRONMENTAL RESOURCE PERMIT
TECHNICAL STAFF REPORT
14 September-2021
APPLICATION NO. ERP-123-212006-4

Applicant: George Lollis
2724 Hickory Tree Road
St. Cloud, FL,34772

Owner: George Lollis
2724 Hickory Tree Road
St. Cloud, FL,34772

Consultant: Tomas Brent Whitman
Madison Engineering. LLC
269 NE Ridge Loop
Madison, FL,32340

Project Name: Carrie's Heritage Village

**Project
Acreage:** 9.95 acres

County: Taylor

Recommended Agency Action

Denial, without prejudice, for failure to provide a complete permit application within allotted timeframes.

Project Review Staff

Sara Zybell, E.I., Engineer II, Stephanie Armstrong, Environmental Scientist III, Ashley Stefanik, P.E, Regulatory Office Chief, Mary Diaz, P.E., Professional Engineer, and Leroy Marshall II, P.E., Chief Professional Engineer, reviewed the project.

Project Location

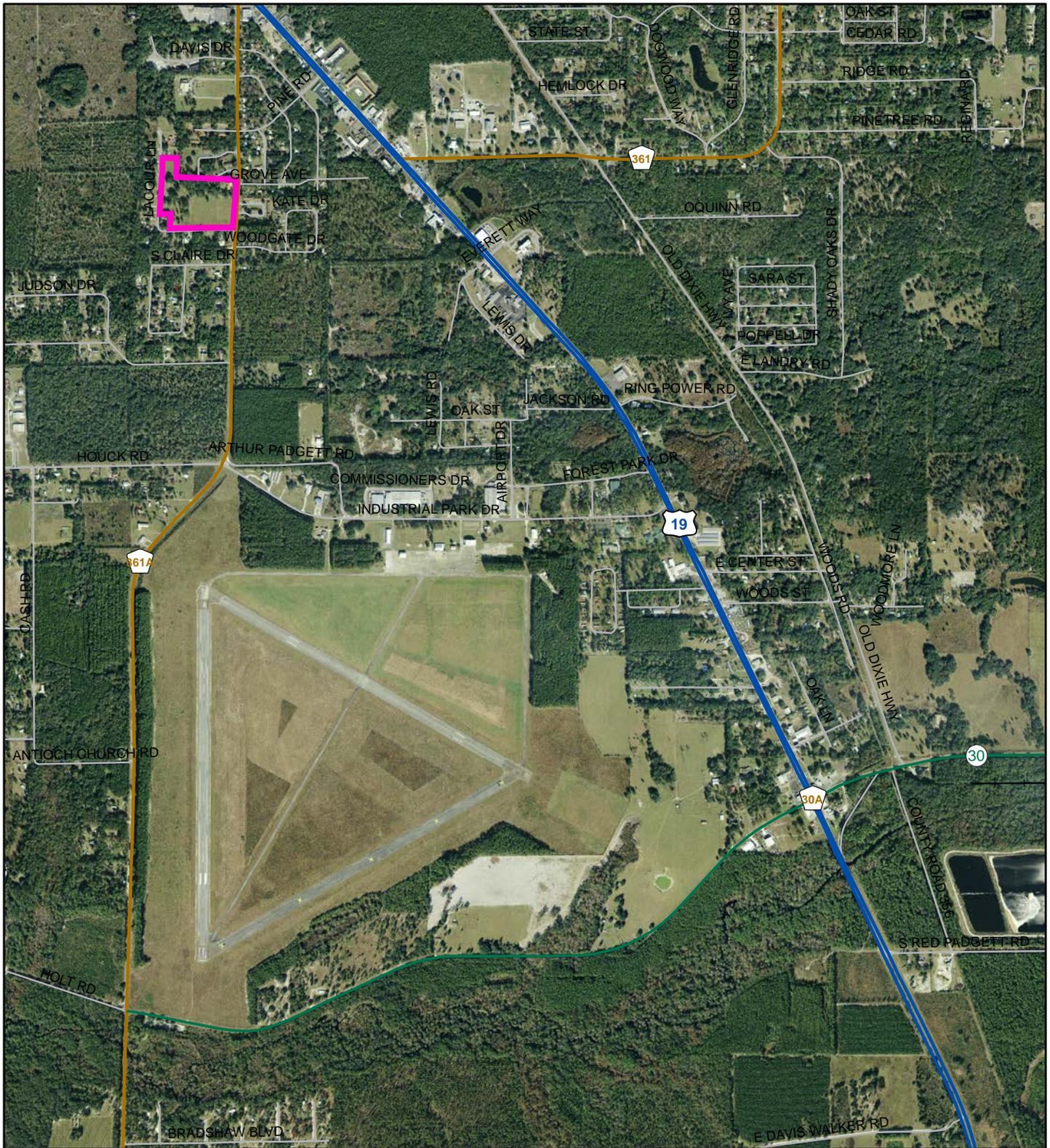
The proposed project is located on parcel number 05787-400 within Township 4 South, Range 7E East, Section 36 of Taylor County.

Project Description

The District received Individual Environmental Resource Permit (ERP) application number ERP-123-212006-4 from George Lollis on March 11, 2021, for the construction of a subdivision consisting of 1.89 acres of impervious area on a total project area of 9.95 acres. On March 29, 2021, District staff emailed a request for additional information (RAI) requesting 23 items to complete the application, including the application fee, surety bond, sinkhole repair plan, and

other assurances the application meets the requirements of ERP Applicant's Handbook Volume II with a response due date of June 27, 2021. On June 28, 2021, District staff received a phone call from the consultant requesting to withdraw the application. District staff requested the withdrawal in writing on June 28, 2021 and June 30, 2021. To date, the requested information has not been received and the application review timeline is as follows:

03/11/2021	Application Received
03/29/2021	RAI Sent
04/01/2021	Site inspection
06/02/2021	Consultant called with questions about the RAI
06/17/2021	Automatic 90-day RAI due date notice sent to applicant and consultant
06/17/2021	The consultant called to withdraw the application
06/28/2021	District staff emailed the consultant to get the withdrawal request in writing
06/30/2021	District staff called the applicant to get the withdrawal request in writing
06/30/2021	District staff left a voicemail for the consultant to get the withdrawal request in writing



Carrie's Heritage Village

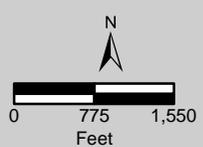
ERP-123-212006-4

Taylor County



Note: This map was created by the Suwannee River Water Management District (SRWMD) to be used for planning purposes only. SRWMD shall not be held liable for any injury or damage caused by the use of data distributed as a public records request regardless of their use or application. SRWMD does not guarantee the accuracy, or suitability for any use of these data, and no warranty is expressed or implied. For more information please contact the SRWMD at 386-362-1001. Map Created on 8/9/2021

 Property



SUWANNEE RIVER WATER MANAGEMENT DISTRICT

MEMORANDUM

TO: Governing Board
FROM: Bill McKinstry, Chief, Office of Land Management
THRU: Katelyn Potter, Director, Division of Outreach and Operations
DATE: August 31, 2021
RE: District Land Management and Twin Rivers State Forest Activity Summary

BACKGROUND

District staff and a contractor assisted with flooding concerns in the Mallory Swamp area.

District contractors completed culvert work on the Mallory Swamp Project.

District contractors repaired the entrance road into the Rock Bluff Springs Tract.

Florida Forest Service (FFS) staff completed road maintenance mowing of Twin Rivers State Forest (TRSF).

FFS completed invasive plant surveys for the Chitty Bend West and Westwood East tracts.

FFS park rangers treated two cogon grass infestations on Ellaville North and Westwood East tracts.

FFS staff completed scheduled archeological site surveys on the Black and Mill Creek North tracts.

FFS staff installed new fence boundary posts along River Road on the Black Tract.

The attached report summarizes the status of current District and TRSF activities for the preceding month.

Conservation Easement Monitoring: One conservation easement was inspected and completed for term compliance: Mill Creek.

Vegetation Management Projects: During the reporting period, 21 additional miles of ditch edge mowing were completed on the Little River Tract.

Vegetation management work is conducted for fuel reduction, natural community restoration, and wildfire mitigation purposes.

Vegetation Management (10/01/2020 – 08/13/2021)

ACTIVITY	ACRES		MILES	
	Planned	Complete	Planned	Complete
Herbicide	300	79	0	0
Roller Chop Uplands	248	254	0	0
Roller Chop (Mallory Swamp)	1,000	0	0	0
Woods Mowing	2,000	2,007	0	0
Ditch Edge Mowing	0	0	25	100

Invasive Plant Monitoring Program: During the reporting period, no additional plant infestations were monitored or treated.

Invasive Plant Treatments (10/01/2020 – 08/13/2021)

ACTIVITY	INFESTATIONS	
	Planned	Complete
Invasive Plant	153	98

Rare Plant Monitoring/Surveying Program: During the reporting period, no additional rare plant occurrences were monitored or surveyed.

Rare Plant Monitoring (10/01/2020 – 08/13/2021)

ACTIVITY	OCCURRENCES	
	Planned	Complete
Rare Plant Species Monitoring	140	151
Rare Species Surveying	0	89

Prescribed Fire Program:

- Contractors conducting prescribed burns on District lands include B&B Dugger, Schmidt Reforestation Services, and Wildlands Services. Also included in this report are the acres the FFS burns on TRSF. When available, the FFS will provide a crew to burn additional acres on both District tracts and TRSF.
- The following table provides information on the District’s Prescribed Burn Program through the reporting period. No additional acres were burned during the reporting period.

Prescribed Fire Summary Table (10/1/2020 – 08/13/2021)

	2021 TARGET ACRES	ACRES COMPLETED
SRWMD	7,000	5,045
FFS TRSF	2,000	1,744
TOTAL	9,000	6,789

Timber Sales: Open and Recently Completed Timber Sales

Open Timber Sales

SALE NAME	COUNTY	ACRES	HARVEST TYPE
Wolf Creek #1	Jefferson	72	Thinning
Cuba Bay	Madison	315	Thinning
Steinhatchee Springs #19	Lafayette	330	Thinning
Steinhatchee Springs #20	Lafayette	208	Thinning
Steinhatchee Springs #21	Lafayette	366	Thinning
Ellaville #20	Madison	276	Thinning
Nature Coast Wellfield #2	Levy	110	Clear-cut
Seven Bridges #1	Jefferson	224	Thinning
Sandlin Bay #6	Columbia	192	Thinning
Sandlin Bay #7	Columbia	219	Thinning
Sandlin Bay #8	Columbia	233	Thinning
High Springs Wellfield #1	Alachua	239	Thinning
Ellaville Chipping 2021	Madison	172	Site-Prep Chipping
Holton Creek #4	Hamilton	130	Hardwood Removal

Recently Completed Timber Sales

SALE NAME	COUNTY	ACRES	HARVEST TYPE	REVENUE
Ellaville Salvage 2021	Madison	5	Salvage	\$276.70
Ellaville #19	Madison	176	Clear-cut	\$300,507.17
Westwood West #4	Madison	89	Clear-cut	\$133,107.77
Natural Well Branch #1	Taylor	240	Thinning	\$236,996.71

SUWANNEE RIVER WATER MANAGEMENT DISTRICT

MEMORANDUM

TO: Governing Board

FROM: Tara Rodgers, Chief, Office of Hydrological Data Services

THRU: Katelyn Potter, Director, Division of Outreach and Operations

DATE: August 31, 2021

RE: Governing Board Directive Number GBD21-0007 Regarding Water Use Monitoring Assistance

RECOMMENDATION

Staff recommends the approval of Governing Board Directive GBD21-0007 to extend the Water Use Monitoring Program for five years.

BACKGROUND

In September 2012, the District began a program of water use monitoring for agricultural water use reporting on wells of 8" diameter or greater. Governing Board Directive GBD12-0003 established a program to assist agricultural water users with estimating water use from wells with an inside diameter eight inches or greater at the land surface or on surface water withdrawals that have an outside diameter of six inches or greater. This program implements monitoring on new withdrawal points as the District issues new or modified water use permits and on existing withdrawal points as the District renews water use permits.

Governing Board Directive GBD12-0003 was extended by subsequent directives and lastly by GBD19-0007 through September 30, 2021. Governing Board Directive GBD21-0007 will extend the Water Use Monitoring Program for five years and will provide for the possibility of inline flow metering.

The proposed Directive will extend the time frame for which the District will provide instrumentation and data acquisition to monitor agricultural water use in accordance with District rules until September 30, 2026, unless further extended by the Governing Board. Over the past two years, District staff were not able to establish that base station technology could be consistently modified and imported into District databases. Further, the software programming has not yet been modified sufficiently to allow standardization of data import and has not yet been implemented in a broad enough manner to justify reliance on the approach. However, the District will continue to evaluate this technology as a potential low-cost option for data acquisition. This program will continue to implement monitoring on new withdrawal points meeting monitoring threshold criteria as the District issues new or modified water use permits and on existing withdrawal points.

The Directive also authorizes the District to provide inline flow metering on irrigation systems if deemed necessary. The District also may initiate a voluntary pilot program to introduce and assess procedures for the installation of flow metering equipment. The District would be responsible for costs associated with a pilot program.

Prioritization of the use of electrical consumption data as the least-cost water use estimation method available will continue as part of the program. If electrical consumption data is not

available, staff will use other telemetered run-time monitoring methods for diesel-powered pumps and complex interconnected irrigation systems requiring direct methods of monitoring.

TER/pf

Attachment

SUWANNEE RIVER WATER MANAGEMENT DISTRICT

GOVERNING BOARD DIRECTIVE

Directive Number: **GBD21-0007**

Date Approved: _____

Subject: **Extension of Provision of Assistance for Automated
Monitoring of Agriculture Water Use**



Approval: _____
Governing Board Chair

Secretary/Treasurer

1.0 Reference to Prior Directive

Supersedes Directives GBD12-0003, GBD17-0001, GBD18-0005, and GBD19-0007.

2.0 Purpose and Intent

The purpose of this Directive is to extend the process and criteria for providing District assistance for estimating and reporting agricultural water use in an automated manner. The intent of this Directive is to offer District assistance to agricultural water users on a voluntary basis as a convenient and unobtrusive alternative to recording, compiling, and transmitting data to the District. It is further the intent of this Directive that water use data collected and reported to the District be used only for the purposes of estimating water use for planning.

It is necessary to maintain a consistent and defensible method of scientifically valid and verifiable data reporting and quality control/quality assurance because water use data are intended for planning for future water availability. Areas with an approved recovery or prevention strategy, or for other regulatory purposes, may have monitoring or estimation requirements in addition to those outlined in this directive. The intent of the Directive is to maximize the verifiability and continuity of water use data while minimizing the labor and cost of all parties to record, report, and enter the data.

3.0 Definitions

- a) Agricultural Water Use: the use of water for crop production or the growing of farm products including vegetables, pasture, livestock, sod, or other cash crops, waste management, or water for washing livestock. It includes soil flooding for pest control or soil preservation, freeze protection, and product washing.

- b) Calibration: The verification of estimated flow rate using a flowmeter of known accuracy.
- c) Chemigation: The application of pesticides through an irrigation system.
- d) Datalogger: An electronic device that receives input from an external sensor and records the data as a time series.
- e) Fertigation: The application of fertilizer through an irrigation system.
- f) Flowmeter: An instrument used to measure, directly or indirectly, the volume of flow per unit time through a pipe.
- g) Flow Sensor: An instrument used to detect the presence or absence of flow/velocity through a pipe.
- h) Pressure Sensor: A device used to detect the presence or absence of water pressure in a pipe or the presence of water pressure above or below an adjustable threshold.
- i) Telemetry: The transmittal of data over distance via radio, wireless modem, telephone, internet network transmission, or satellite radio.
- j) Wireless modem: an electronic device that transmits data via a wireless network service provider to the internet.
- k) Withdrawal: removal or diversion of water from an aquifer or surface water body.

4.0 Elements of Directive

A. System Ownership and Applicability

1. For each agricultural water user electing to implement this Directive, the District shall select the most effective method of estimating and reporting water use. The District will estimate water use with electrical consumption as a first choice when it is appropriate and applicable.
2. For systems where water use estimation by electrical consumption is neither appropriate nor applicable, the District will install instrumentation to estimate daily water withdrawal for agricultural use in accordance with paragraphs B, C, and D below. District provision of instrumentation and data acquisition shall terminate on September 30, 2026, unless otherwise extended by the Governing Board. District provision of instrumentation and data acquisition shall be subject to final adoption of each year's budget by the Governing Board.
3. This Directive will apply to wells or surface water withdrawals in accordance with Subsection 40B-2.041(8)(d), F.A.C. when such withdrawals are part of a new permit, new withdrawals submitted as a permit modification, or renewal of a water-use permit.

B. Instrumentation

1. For systems where one withdrawal point supplies a delivery system in which flow rate varies less than 10% during operation, the instrumentation shall consist of a pressure sensor capable of being set to a minimum threshold operating pressure. When the operating pressure is reached, the pressure sensor status will be read by a datalogger which will record the duration of pressure sensor activation. The datalogger will report a time series of event-based operation status once per day.
 - a. For systems meeting the above criteria, a ¼-inch Iron Pipe Size threaded port between the pump outlet and the backflow preventer or check valve should be provided by the user. The access port must provide a clean water

pressure source and be upstream of any chemigation or fertigation injection port or any valve that prevents the flow of effluent back into the well in systems where reclaimed effluent is applied through the irrigation system.

2. For systems in which flow rate can vary by more than 10% for a single pump, or in which multiple pumps are installed in a network, a flowmeter may be necessary and will be provided by the District if the permittee has not chosen to self-monitor.
3. The District may, at its discretion, remove and redeploy monitoring equipment if the usage is less than 0.25 million gallons per day averaged over 365 days for two consecutive years.
4. For continuously pressurized systems where the flow rate over multiple delivery systems varies less than 10%, a flow sensor may be required. Typical installations will require a clean-water port upstream of any chemigation or effluent delivery and sufficient straight runs of pipe upstream and downstream of the port according to the manufacturer's recommendations.
5. For systems requiring the installation of a flowmeter, the appropriate type of meter shall be determined by District staff in conjunction with the user prior to system installation. Inline meters may be necessary in the event less-invasive meters are not feasible. Typical installations will require a clean-water port upstream of any chemigation or effluent delivery and sufficient straight runs of pipe upstream and downstream of the port according to the manufacturer's recommendations.

C. Data Acquisition

1. The number of units and configuration will determine the type of telemetry. It is the District's intent to reduce telemetry costs as much as possible through the aggregation of reporting units and the minimization of data file size. In many cases, telemetry for one or more dataloggers will be provided by a single cellular modem. Daily data file size will be typically less than 10 kilobytes.

D. Data Management

1. Withdrawal points shall be identified by an individual site identifier and not by permit number.
2. A flow calibration check will be performed by the District within one year of system installation using a non-invasive flowmeter, and at least once every five years during operation. An estimate of system yield will be used until calibration data is acquired.
3. Withdrawals will be computed using District software by multiplying either the daily run-time derived from the status report or the monthly reported electrical run-time by the estimated or measured flow rate.

SUWANNEE RIVER WATER MANAGEMENT DISTRICT

GOVERNING BOARD DIRECTIVE

Directive Number: **GBD21-000X7**

Date Approved: _____

Subject: **Extension of Provision of Assistance for Automated
Monitoring of Agriculture Water Use**

Approval: _____
Governing Board Chair

Secretary/Treasurer



1.0 Reference to Prior Directive

Supersedes Directives GBD12-0003, GBD17-0001, GBD18-0005, and GBD19-0007.

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1. For each agricultural water user electing to implement this Directive, the District shall select the ~~least cost~~ and most effective method of estimating and reporting water use. The District will estimate water use with electrical consumption as a first choice when it is appropriate and applicable.
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3. This Directive will apply to wells ~~with an inside diameter eight inches or greater at land surface, and on surface water withdrawals with an outside diameter of six inches or greater,~~ or surface water withdrawals in accordance with Subsection 40B-2.041(8)(d), F.A.C. when such withdrawals are part of a new permit, new withdrawals submitted as a permit modification, or renewal of a water use permit.

B. Instrumentation

1. For systems where one withdrawal point supplies a delivery system in which flow rate varies less than 10% during operation, the instrumentation shall consist of a pressure sensor capable of being set to a minimum threshold operating pressure. When the operating pressure is reached, the pressure sensor status will be read by a datalogger which will record the duration of pressure sensor activation. The datalogger will report a time series of event-based operation status once per day.
 - a. For systems meeting the above criteria, a ¼-inch Iron Pipe Size threaded port between the pump outlet and the backflow preventer or check valve should

be provided by the user. The access port must provide a clean water pressure source and be upstream of any chemigation or fertigation injection port or any valve that prevents flow of effluent back into the well in systems where reclaimed effluent is applied through the irrigation system.

2. For systems in which flow rate can vary by more than 10% for a single pump, or in which multiple pumps are installed in a network, a flowmeter ~~shall~~may be necessary and will be provided by the District if the permittee has not chosen to self-monitor.
3. The District may, at its discretion, remove and redeploy monitoring equipment if the usage is less than 0.25 million gallons per day averaged over 365 days for two consecutive years.
4. For continuously pressurized systems where the flow rate over multiple delivery systems varies less than 10%, a flow sensor may be required. Typical installations will require a clean-water port upstream of any chemigation or effluent delivery and sufficient straight runs of pipe upstream and downstream of the port according to manufacturer's recommendations.
5. For systems requiring the installation of a flowmeter, the appropriate type of meter shall be determined by District staff in conjunction with the user prior to system installation. Inline meters may be necessary in the event less-invasive meters are not feasible. Typical installations will require a clean-water port upstream of any chemigation or effluent delivery and sufficient straight runs of pipe upstream and downstream of the port according to manufacturer's recommendations.

C. Data Acquisition

1. The number of units and configuration will determine the type of telemetry. It is the District's intent to reduce telemetry costs as much as possible through aggregation of reporting units and minimization of data file size. In many cases, telemetry for one or more dataloggers will be provided by a single cellular modem. ~~If multiple units are within datalogger spread spectrum radio distance, units will transmit by radio to a central hub that will transmit all the data with a single modem. If the user has internet within radio distance of the monitored units, District and user may opt for uploading files via the user's internet connection thus eliminating the need for a cellular modem and data plan.~~ Daily data file size will be typically less than 10 kilobytes.

D. Data Management

1. Withdrawal points shall be identified by an individual site identifier and not by permit number.
2. A flow calibration check will be performed by the District ~~staff~~ within one year of system installation using a non-invasive flowmeter, and at least once every 3 five years during operation. An estimate of system yield will be used until calibration data is acquired.
3. ~~Daily~~ Withdrawals will be computed using District software by multiplying either the daily run-time derived from the status report or the monthly reported electrical run-time by the estimated or measured flow rate.

SUWANNEE RIVER WATER MANAGEMENT DISTRICT

MEMORANDUM

TO: Governing Board

FROM: Leroy Marshall, Chief, Office of Agriculture and Environmental Projects

THRU: Amy Brown, Deputy Executive Director, Division of Water Resources

DATE: September 3, 2021

RE: Contracts with Local Entities for Regional Initiative Valuing Environmental Resources Cost-Share Program

RECOMMENDATION

Delegate limited authority to the Executive Director, in addition to other delegated authority, and authorize the Executive Director to execute all contracts and other related documents for the expenditure of these funds on the below projects with the appropriate entities for the Fiscal Year 2021-2022 Regional Initiative Valuing Environmental Resources cost share program for an amount not to exceed \$659,824 to implement the projects, and to reduce or waive the 50% match requirement.

BACKGROUND

The Governing Board Fiscal Year 2021-2022 Tentative Budget includes funding for Regional Initiative Valuing Environmental Resources (RIVER) projects that enhance or address the District's water supply, water quality, flood protection and/or natural systems core missions. This funding is consistent with sections 373.703 and 373.705, Florida Statutes (F.S.), which state that water management districts may provide assistance to local governments, regional water supply authorities, and water utilities. The funding awarded in prior years has facilitated the District's mission and achieved improvements to the infrastructure, economy, and public health of communities throughout the District.

Applications submitted to the District through April 15, 2021, were considered for the 2021 RIVER funding cycle. Staff recommend dispersing a total of \$659,824 for three projects. The projects are:

City of High Springs Water System Interconnect in Alachua County for \$147,160

Haines Street Drainage Improvements in Columbia County for \$247,314

University Oaks Phase IV in Levy County for \$311,670

Attached is a list of the recommended projects for the 2021 RIVER Cost-Share Program, a brief description, proposed funding amounts and a map showing the recommended project locations. Also attached are projects that were submitted for RIVER funding; however, staff recommends them for funding under different sources or agencies.

Pursuant to Section 288.0656(1)(b), F.S., the Board may reduce or waive the requirements for matching funds when requested by rural counties or municipalities, as defined by Subsection 288.0656(1)(b), F.S. All three projects were submitted by REDI communities. Two of the projects have match funding, one does not.

With the addition of these projects, since 2013, the District has funded 80 projects through the RIVER program that have reduced over 8,000 pounds of nutrients, conserved 1.44 million gallons of water, protected over 50,000 acres from flood protection, and restored five acres of natural systems.

Funding for this recommendation is included in the Fiscal Year 2021-2022 Tentative Budget under budget codes 53-6-930-7-2201-39-03, 53-6-930-7-2300-00-03, and 53-6-930-7-2400-00-01 and is contingent upon approval of the Final Budget.

LM/tm
Attachments

FY 2021 / 2022 RIVER Cost-Share Program Recommended Projects

No.	Project Name	Cooperator	Resource Benefitted	RIVER Revenue Requested	Other Funding	Total Estimate Cost
1	City of High Springs Water System Interconnect	High Springs, City of	Water Conservation, Outstanding Springs of the Santa Fe River	\$100,840	\$147,160	\$248,000
2	Haines Street Drainage Improvements	Live Oak, City of	Flood protection, nutrient reduction and recharge to the Upper Floridan Aquifer	\$247,314	\$54,410	\$301,724
3	University Oaks Phase IV	Levy County	Water Conservation, Upper Floridan Aquifer	\$311,670	\$0	\$311,670
TOTAL COSTS				\$659,824	\$201,570	\$861,394

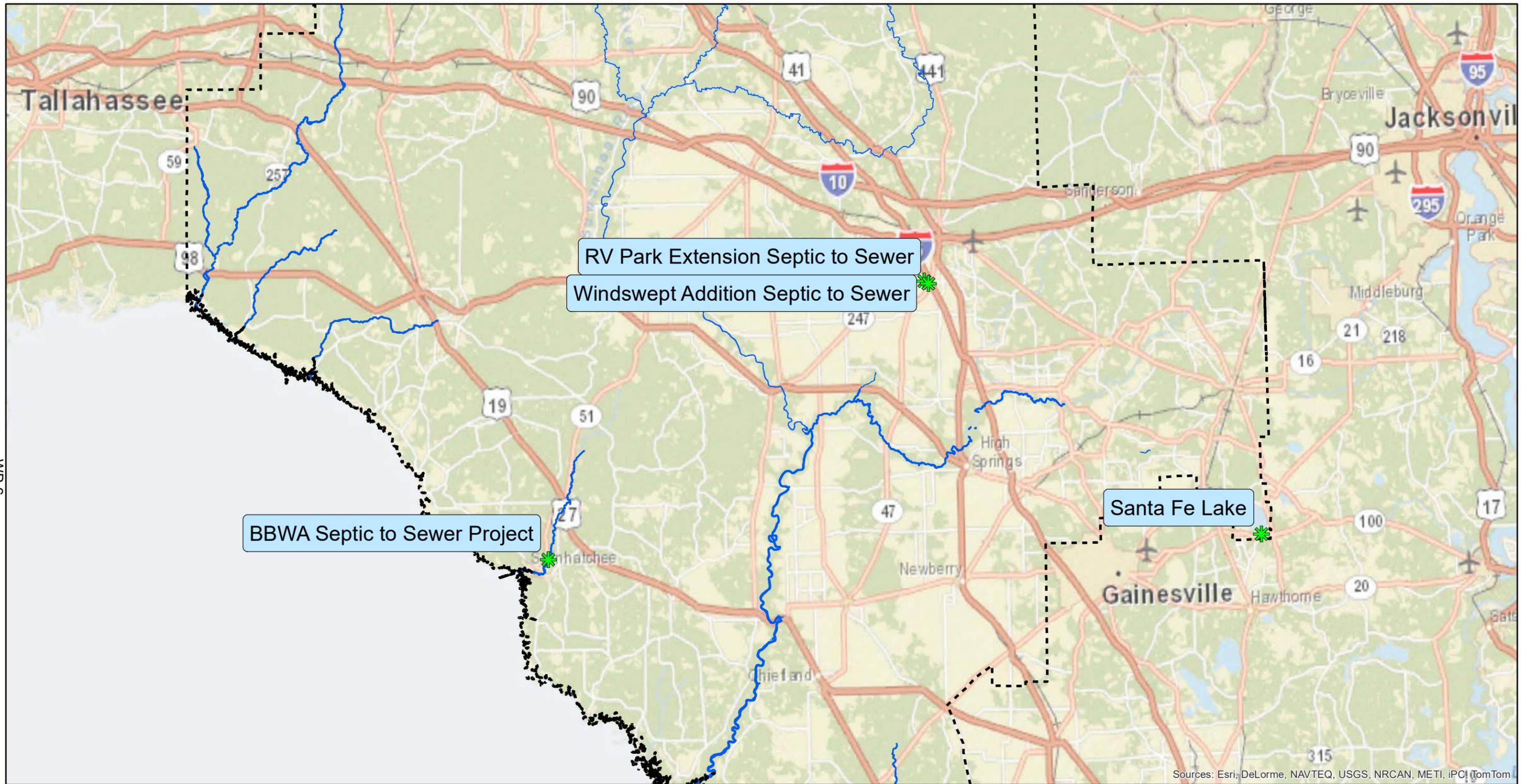
FY 2021 / 2022 applications to be considered for Special Project funding

No.	Project Name	Cooperator	Resource Benefitted	RIVER Revenue Requested	Applicant's Share	Total Estimate Cost
1	Santa Fe Lake	Alachua County	Nutrient reduction, Upper Santa Fe River	\$30,000	\$200,000	\$230,000
			TOTAL COSTS	\$30,000	\$200,000	\$230,000

FY 2021 / 2022 applications to be considered for Protecting Florida Together funding

1	SR 47 Septic to Sewer - RV Park Extension	Lake City, City of	Nutrient reduction, Ichetucknee PFA	\$360,000	\$0	\$360,000
2	BBWA 2021-22 Septic to Sewer Project	Big Bend Water Authority	Nutrient reduction, Steinhatchee River and Gulf of Mexico	\$475,632	\$0	\$475,632
3	SR 47 Septic to Sewer Windswept Addition	Lake City, City of	Nutrient reduction, Ichetucknee PFA	\$553,000	\$7,325,000	\$7,878,000

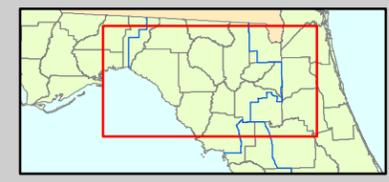
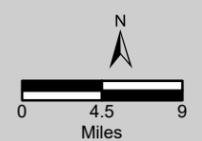
Legend:
PFA Priority Focus Area



Sources: Esri, DeLorme, NAVTEQ, USGS, NRCAN, METI, IPC, TomTom

FY 2021/2022 PROJECTS OTHER FUNDING OPTIONS

-  RIVER_21_22Apps selection 2
-  District_24k_Poly
-  Major Rivers Line (USGS)
-  Major_Rivers_from_Lidar
-  Major Rivers Polygon (USGS)
-  World Street Map



Note: This map was created by the Suwannee River Water Management District (SRWMD) to be used for planning purposes only. SRWMD shall not be held liable for any injury or damage caused by the use of data distributed as a public records request regardless of their use or application. SRWMD does not guarantee the accuracy, or suitability for any use of these data, and no warranty is expressed or implied. For more information please contact the SRWMD at 386-362-1001.
Map Created on 8/4/2021

SUWANNEE RIVER WATER MANAGEMENT DISTRICT

MEMORANDUM

TO: Governing Board

FROM: Libby Schmidt, Project Manager, Office of Agriculture and Environmental Projects

THRU: Amy Brown, Deputy Executive Director, Division of Water Resources

DATE: September 3, 2021

RE: Amendment to Contract 20/21-159 with Murphy Farms 2, LLC

RECOMMENDATION

Authorize the Executive Director to amend the fund allocations for Contract Number 20/21-159 with Murphy Farms 2, LLC.

BACKGROUND

The Suwannee River Water Management District (District) has provided agricultural cost-share funds along with the Florida Department of Agriculture and Consumer Services (FDACS) and the Florida Department of Environmental Protection (FDEP) as part of the Suwannee River Partnership (SRP) to help agricultural producers implement best management practices. Best management practices help farmers conserve water and improve water quality in the District.

The original contract with Murphy Farms 2, LLC is for property located in Hamilton County with approximately 200 acres of corn, peanuts, soybeans, millet, peas, and vegetable crops. The project is located within the Suwannee River Basin Management Action Plan area and the Eastern Water Supply Planning Area. The producer proposed to retrofit (6) pivots, upgrade one (1) pump from high pressure to low pressure, purchase twelve (12) soil moisture probes, install two (2) new control panels, and purchase two (2) stationary fertigation tanks.

On May 11, 2021, the Governing Board authorized the District to contribute \$109,900 of the total project cost of \$128,000. Cost-share items and funding allocations are found in Exhibit A. Funding was included in the Fiscal Year 2021-2022 Budget and contracted under FDEP WS002 and District cost-share using budget codes 03-2586-7-2201-37 and 51-2586-7-2400-06-07. The contract will be amended to change the source of the funding to FDEP LP6103K, FDEP S0796, and District cost-share using budget codes 06-2586-7-2400-18-01, 06-2586-7-2400-07-05, and 51-2586-7-2400-06-07.

LMS/tm
Attachments

Exhibit A – Itemized List

Producer	Item	Maximum Cost-Share	Quantity	SRWMD Total	Producer Share
Murphy Farms 2, LLC	Soil Moisture Probes	\$2,000	12	\$24,000.00	\$2,666.67
Murphy Farms 2, LLC	Pivot Retrofits	\$9,900	6	\$59,400.00	\$6,600.00
Murphy Farms 2, LLC	Pump Upgrade (high to low pressure)	\$5,500	1	\$5,500.00	\$1,833.33
Murphy Farms 2, LLC	New Control Panel	\$4,500	2	\$9,000.00	\$3,000.00
Murphy Farms 2, LLC	Stationary Fertigation Tank Systems	\$6,000	2	\$12,000.00	\$4,000.00
Project Total:				\$109,900.00	\$18,100.00

SUWANNEE RIVER WATER MANAGEMENT DISTRICT

MEMORANDUM

TO: Governing Board

FROM: Libby Schmidt, Project Manager, Office of Agriculture and Environmental Projects

THRU: Amy Brown, Deputy Executive Director, Division of Water Resources

DATE: September 3, 2021

RE: Amendment to Contract 20/21-150 with Murphy Farms of Hamilton County, LLC

RECOMMENDATION

Authorize the Executive Director to amend the fund allocations for Contract Number 20/21-150 with Murphy Farms of Hamilton County, LLC.

BACKGROUND

The Suwannee River Water Management District (District) has provided agricultural cost-share funds along with the Florida Department of Agriculture and Consumer Services (FDACS) and the Florida Department of Environmental Protection (FDEP) as part of the Suwannee River Partnership (SRP) to help agricultural producers implement best management practices. Best management practices help farmers conserve water and improve water quality in the District.

The original contract with Murphy Farms of Hamilton County, LLC is for property located in Hamilton County with approximately 1200 acres of corn, peanuts, soybeans, millet, peas and vegetable crops. The project is located within the Suwannee River Basin Management Action Plan area and the Eastern Water Supply Planning Area. The producer proposes to retrofit fourteen (14) pivots, upgrade one (1) pump from high pressure to low pressure, install one (1) new control panel, purchase two (2) stationary fertigation tank systems and purchase twenty (20) soil moisture probes.

On May 11, 2021, the Governing Board authorized the District to contribute \$200,600.00 of the total project cost of \$227,777.77. Cost-share items and funding allocations are found in Exhibit A. Funding was included in the Fiscal Year 2021-2022 Budget and contracted under FDEP WS002 and District cost-share using budget codes 03-2586-7-2201-37 and 51-2586-7-2400-06-07. The contract will be amended to change the source of the funding to FDEP LP6103K, FDEP S0796, and District cost-share using budget codes 06-2586-7-2400-18-01, 06-2586-7-2400-07-05, and 51-2586-7-2400-06-07.

LMS/tm
Attachments

Exhibit A – Itemized List

Producer	Item	Maximum Cost-Share	Quantity	SRWMD Total	Producer Share
Murphy Farms of Hamilton County, LLC	Soil Moisture Probes	\$2,000	20	\$40,000.00	\$4,444.44
Murphy Farms of Hamilton County, LLC	Pivot Retrofits	\$9,900	14	\$138,600.00	\$15,400.00
Murphy Farms of Hamilton County, LLC	Pump Upgrade (high to low pressure)	\$5,500	1	\$5,500.00	\$1,833.33
Murphy Farms of Hamilton County, LLC	New Control Panel	\$4,500	1	\$4,500.00	\$1,500.00
Murphy Farms of Hamilton County, LLC	Stationary Fertigation Tank	\$6,000	2	\$12,000.00	\$4,000.00
Project Total:				\$200,600.00	\$27,177.77

SUWANNEE RIVER WATER MANAGEMENT DISTRICT

MEMORANDUM

TO: Governing Board

FROM: Libby Schmidt, Project Manager, Office of Agriculture and Environmental Projects

THRU: Amy Brown, Deputy Executive Director, Division of Water Resources

DATE: September 3, 2021

RE: Amendment to Contract 20/21-169 with R&H Farms, Inc.

RECOMMENDATION

Authorize the Executive Director to amend the fund allocations for Contract Number 20/21-169 with R&H Farms, Inc.

BACKGROUND

The Suwannee River Water Management District (District) has provided agricultural cost-share funds along with the Florida Department of Agriculture and Consumer Services (FDACS) and the Florida Department of Environmental Protection (FDEP) as part of the Suwannee River Partnership (SRP) to help agricultural producers implement best management practices. These best management practices help farmers conserve water and improve water quality in the District.

The original contract with R&H Farms, Inc. is for property located in Alachua, Bradford, and Columbia counties with approximately 233 irrigated acres of corn, peanuts, millet, and peas. The project is located within the Santa Fe River Basin Management Action Plan area, Eastern Water Supply Planning Area and the Ichetucknee Springs PFA. The producer proposes to retrofit eight (8) pivots, install eight (8) controller panels, install eight (8) GPS end-gun shutoffs, and install eight (8) remote controls.

On January 12, 2021, the Governing Board authorized the District to contribute \$144,800.00 of the total project cost of \$175,466.67. Cost share items and funding allocations are found in Exhibit A. Funding was included in the Fiscal Year 2021-2022 Budget and contracted under FDEP WS002 and District cost-share using budget codes 03-2586-7-2201-37 and 51-2586-7-2400-06-07. The contract will be amended to change the source of the funding to FDEP LP6103K and District cost-share using budget codes 06-2586-7-2400-18-01 and 51-2586-7-2400-06-07.

LMS/
Attachments

Exhibit A – Itemized List

Producer	Item	Maximum Cost-Share	Quantity	SRWMD Total	Producer Share
R&H Farms, Inc.	Irrigation Retrofit	\$9,900	8	\$79,200.00	\$8,800.00
	Controller Panels	\$4,500	8	\$36,000.00	\$12,000.00
	GPS End-Gun Shutoffs	\$1,500	8	\$12,000.00	\$4,000.00
	Remote Controls	\$2,200	8	\$17,600.00	\$5,866.67
Project Total:				\$144,800.00	\$30,666.67

SUWANNEE RIVER WATER MANAGEMENT DISTRICT

MEMORANDUM

TO: Governing Board

FROM: Leroy Marshall, Chief, Office of Agriculture and Environmental Projects

THRU: Amy Brown, Deputy Executive Director, Division of Water Resources

DATE: September 3, 2021

RE: Access Easement for Monitoring Wells on Lafayette Forest Wildlife and Environmental Area

RECOMMENDATION

Authorize the Executive Director to execute an easement for ingress/egress and maintenance of the four monitoring well sites located on Lafayette Forest Wildlife and Environmental Area.

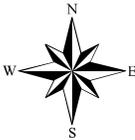
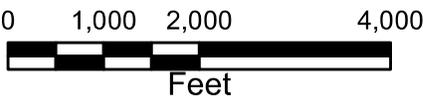
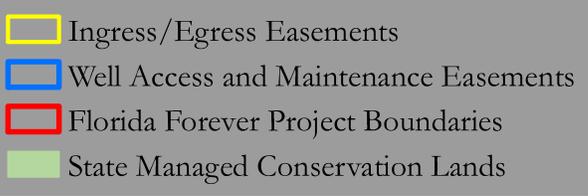
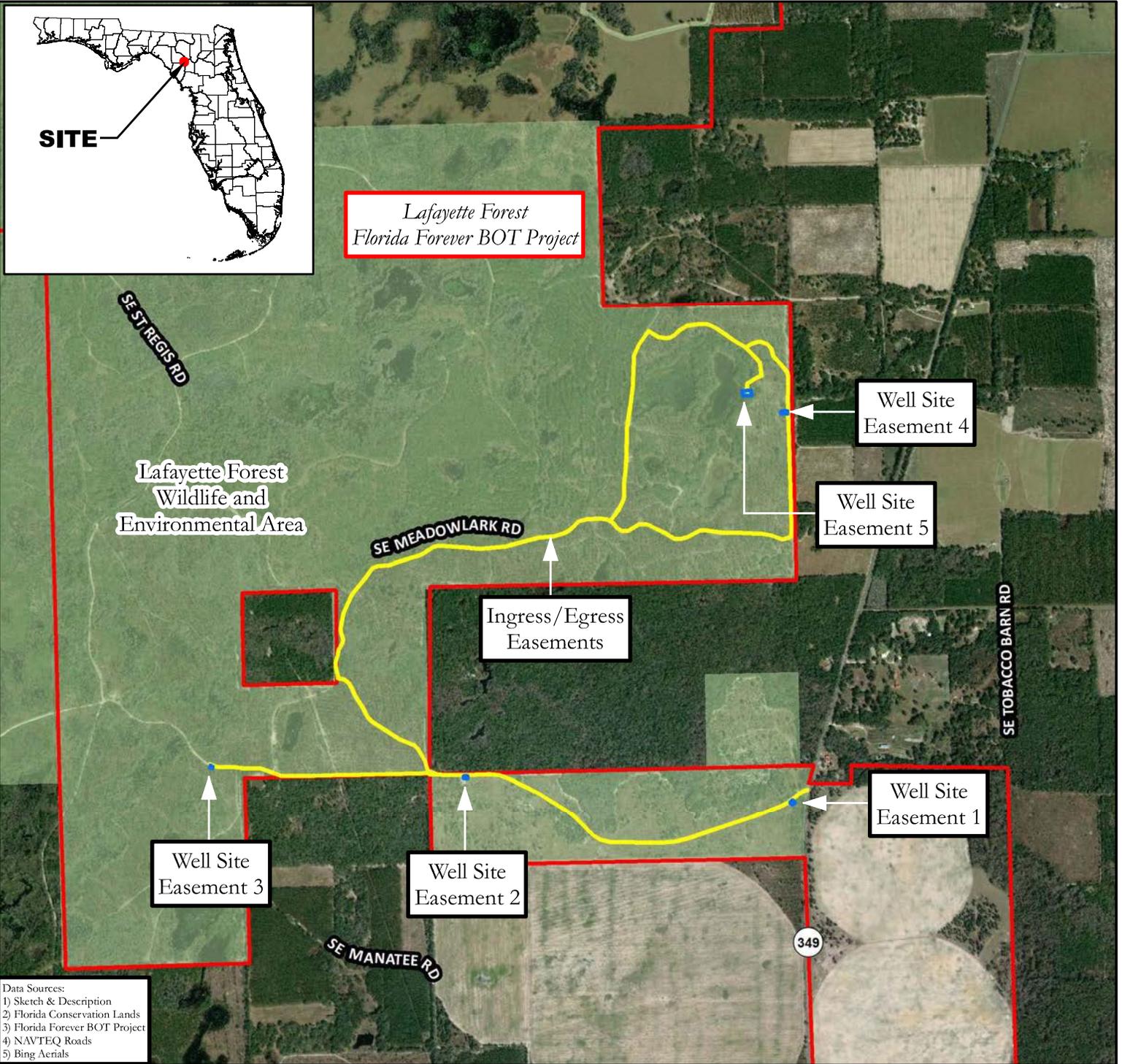
BACKGROUND

As part of the Middle Suwannee River Recharge Project, seven wells were drilled at four sites on Lafayette Forest Wildlife and Environmental Area, lands titled to the Board of Trustees of the Internal Improvement Trust Fund of the State of Florida, in Lafayette County.

The District and Trustees previously executed a license to allow the District to use and access these wells. However, the license has expired and is recommended for replacement with the referenced easement. Because the easement will run with the land, it will provide protections to the District's rights in the event of a sale of the state land. The ingress and egress portion of the easement is all located on existing roads. The well site easements are approximately 50 feet by 50 feet and are directly adjacent to the road.

The proposed term of the easement is perpetual or until the District abandons the well(s), at which time the District must return the site to a condition that is satisfactory to the land manager. Other than the costs of recording the easement, there are no additional cost to the District for acquiring the easement.

RH/tm
Attachment



Easement No. 33371

Lafayette County, Florida

SUWANNEE RIVER WATER MANAGEMENT DISTRICT

MEMORANDUM

TO: Governing Board

FROM: Sean King, Chief, Office of Minimum Flows and Minimum Water Levels

THRU: Amy Brown, Deputy Executive Director, Division of Water Resources

DATE: August 31, 2021

RE: No Cost Extension, Task Work Assignment 19/20-009.014

RECOMMENDATION

Authorize the Executive Director to extend Task Work Assignment 19/20-009.014 with HSW Consulting LLC for minimum flows and minimum water levels development support on the Upper Suwannee River. This request is for a no-cost extension of five months from the original end date of September 30, 2021, to the revised end date of February 28, 2022.

BACKGROUND

The District and HSW Consulting LLC (HSW) executed TWA 19/20-009.014, on October 21, 2020, to update the draft minimum flows and minimum water levels (MFL) report for the Upper Suwannee River. This TWA includes a total budget of \$179,000 and ends on September 30, 2021. After the TWA was executed, there were unforeseen delays in obtaining North Florida Southeast Georgia (NFSEG) groundwater model results, which are needed to begin updating the draft MFL report. The NFSEG delay affected the project schedule by approximately five months. Despite efforts to expedite the work, HSW has requested additional time to complete the MFL report updates.

Funding for this project is included in the Fiscal Year 2021-2022 (FY 2022) Tentative Budget under code 20-2-586-1-1102-18-00, and will be assigned the Upper Suwannee River code 20-2-586-1-1102-03-00, and is contingent upon approval of the FY 2022 Final Budget.

SK/pf

SUWANNEE RIVER WATER MANAGEMENT DISTRICT

MEMORANDUM

TO: Governing Board

FROM: Sean King, Chief, Office of Minimum Flows and Minimum Water Levels

THRU: Amy Brown, Deputy Executive Director, Division of Water Resources

DATE: August 31, 2021

RE: No Cost Extension, Task Work Assignment 19/20-041.011

RECOMMENDATION

Authorize the Executive Director to extend Task Work Assignment 19/20-041.011 with Wood Environment & Infrastructure Solutions, Inc. for minimum flows and minimum water levels development support on the Middle Suwannee River. This request is for a no-cost extension of five months from the original end date of September 30, 2021, to the revised end date of February 28, 2022.

BACKGROUND

The District and Wood Environment & Infrastructure Solutions, Inc. (WOOD) executed TWA 19/20-041.011, on November 20, 2020, to update the draft minimum flows and minimum water levels (MFL) report for the Middle Suwannee River. This TWA includes a total budget of \$197,787 and ends on September 30, 2021. After the TWA was executed, there were unforeseen delays in obtaining North Florida Southeast Georgia (NFSEG) groundwater model results which are needed to begin updating the draft MFL report. The NFSEG delay affected the project schedule by approximately five months. Despite efforts to expedite the work, WOOD has requested additional time to complete the MFL report updates.

Funding for this project is included in the Fiscal Year 2021-2022 (FY 2022) Tentative Budget under code 20-2-586-1-1102-18-00, and will be assigned the Middle Suwannee River code 20-2-586-1-1102-02-00, and is contingent upon approval of the FY 2022 Final Budget.

SK/pf

SUWANNEE RIVER WATER MANAGEMENT DISTRICT

MEMORANDUM

TO: Governing Board

FROM: Susie Hetrick, Chief, Office of Water Resources

THRU: Amy Brown, Deputy Executive Director, Division of Water Resources

DATE: August 31, 2021

RE: Agricultural Water Use Monitoring Report

BACKGROUND

In September 2012, the District began a program of water use monitoring for agricultural water use reporting on wells of 8" diameter or greater. As of August 17, 2021, the District has permitted 1,848 (235.4 MGD) irrigation wells which include a water use monitoring condition, of which 1,513 (207.5 MGD) wells are active, i.e., the wells have been drilled already. The District is monitoring 1,420 (200.2 MGD) of the 1,513 active wells. The remaining 93 active wells not yet monitored are scheduled for site visits to determine the type of monitoring that will be implemented.

Where possible, agricultural water use is estimated using monthly electric power consumption records provided by the electrical power provider. Estimation by power use is the most cost-effective method of water use reporting. To date, the farmer agreements authorizing the District to receive power usage reports directly from the cooperatives are in effect on 706 (126.8 MGD) monitoring points.

Not all withdrawal points are suitable for estimation using power consumption. Diesel-powered pumps and complex interconnected irrigation systems still require direct methods of monitoring. The District employs telemetry to conduct water use monitoring on diesel-power systems. There are currently 265 (43.3 MGD) telemetry systems installed by the District for this purpose.

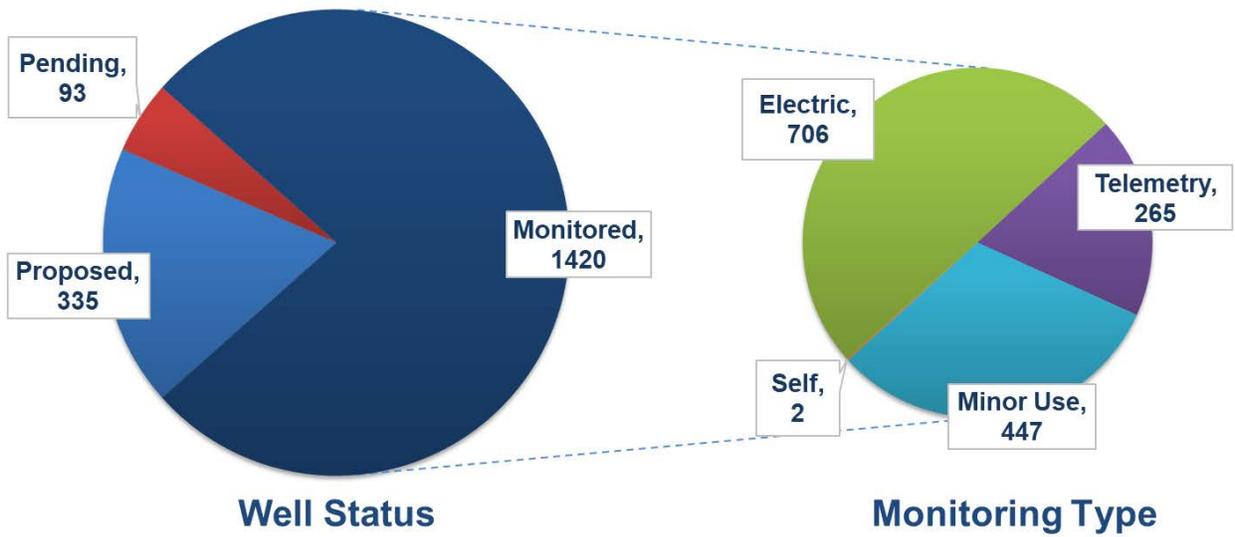
Some withdrawal points have very limited use (< 0.05 MGD each) and are monitored for status changes by individual site visits. There are currently 447 (29.9 MGD) limited use monitoring points in the District. Some users monitor their own water use and report that data to the District. There are currently 2 (0.3 MGD) self-monitored points.

Since April 2017, the District has consistently had over 92.5% of active wells and permitted allocation being monitored. To date, the District is monitoring approximately 93.9% of existing active wells (96.5% of allocation) with water use permit monitoring conditions.

The attached figure shows the current well status and monitoring type for all wells with water use monitoring conditions (Figure 1).

Figure 1: Graph on the left shows the current status of all permitted wells with a water use monitoring condition. The graph on the right shows the monitoring type for all currently monitored wells.

Agricultural Water Use Stations with Monitoring Conditions



SUWANNEE RIVER WATER MANAGEMENT DISTRICT

MEMORANDUM

TO: Governing Board

FROM: Susie Hetrick, Chief, Office of Water Resources

THRU: Amy Brown, Deputy Executive Director, Division of Water Resources

DATE: August 31, 2021

RE: Amendment 5 of Florida Department of Environmental Protection Monitoring Grant Agreement AT002

RECOMMENDATION

Authorize the Executive Director to amend Florida Department of Environmental Protection Agreement AT002 (SRWMD 19/20-170) to receive additional funding up to \$645,000 to expand and enhance the Suwannee River Water Management District's monitoring programs and coastal resiliency, to delegate limited authority to the Executive Director, in addition to other delegated authority, to execute all contracts and other related documents for the expenditure of these funds on the below projects for a total agreement amount not to exceed \$1,910,000.

BACKGROUND

The Florida Department of Environmental Protection (FDEP) requested a proposal for Fiscal Year 2021-2022 (FY 2022) from the District to identify projects in support of the Governor's Executive Order 2019-12. The District's proposal includes funding requests for the enhancement of the District's water quality and hydrologic monitoring networks, increased capabilities of data collection, and projects in support of improving surface and ground water models for water supply planning efforts. This monitoring will directly enhance FDEP's ongoing Total Maximum Daily Load and Basin Management Action Plan efforts to continue improving water quality.

On April 14, 2020, the Governing Board authorized the Executive Director to enter into Agreement AT002 with FDEP for funding up to \$300,000 and to execute all documents to implement selected monitoring projects in support of Executive Order 2019-12. This agreement was amended to add additional tasks and funding for FY 2020-2021 for a total cost of \$1,265,000 to continue these efforts through September 30, 2021. Amendment 5 will extend this agreement, adding up to \$645,000 to continue these efforts through September 2022. Due to the number of contracts needed for the various activities and the anticipated need to complete projects by the end of the FDEP fiscal year on June 30, 2022, staff is requesting that the Governing Board authorize the Executive Director to execute all documents necessary to implement the selected projects specified in the scope of work including contract documents.

Projects selected for this additional funding include:

1. Continuation of US Geological Survey Coastal Monitoring effort, which includes five coastal conductivity and flow stations (\$110,000)
2. Nearshore Coastal Water Quality Monitoring Expansion (\$100,000)
3. Coastal Salinity Network Statistical Data Analysis (\$40,000)
4. Freshwater Lens Deep Coastal Well Drilling (\$150,000)
5. Water Supply Expansion (\$185,000)

6. Middle Suwannee Springs Dye Trace Completion (\$60,000)

Funding for this amendment is included in the FY 2022 Tentative Budget codes 32-2-586-2-1200-40-01 and 32-6-930-2-1200-40-01 and is contingent upon approval of the FY 2022 Final Budget.

SH/pf

SUWANNEE RIVER WATER MANAGEMENT DISTRICT

MEMORANDUM

TO: Governing Board
FROM: Katelyn Potter, Director, Division of Outreach and Operations
THRU: Hugh Thomas, Executive Director
DATE: August 28, 2021
RE: **Public Hearing** - 2022-2026 Strategic Plan

RECOMMENDATION

Acceptance of the 2022-2026 Strategic Plan.

BACKGROUND

In lieu of the District developing a water management plan and the water management plan annual report pursuant to section 373.036(2), Florida Statutes (F.S.), the District has selected the option to develop a five-year strategic plan pursuant to paragraph 373.036(2)(e), F.S. The strategic plan is included in the District's Consolidated Annual Report due March 1 of each calendar year, for submission to the Governor, the President of the Senate, the Speaker of the House of Representatives, Office of Economic and Demographic Research, and the Department of Environmental Protection, as required by section 373.036(7), F.S.

The District has four areas of responsibility which include water supply, water quality, natural systems, and flood protection. To meet these responsibilities, the District's Strategic Plan establishes priorities and goals for the next five years and identifies strategies to accomplish these goals. An Annual Work Plan Report is also required as an addendum to the five-year Strategic Plan which will be brought to the Board after the conclusion of the fiscal year and will be included as part of the Consolidated Annual Report.

The [2022-2026 Strategic Plan](#) can be accessed on the District website.

KCP/rl

SUWANNEE RIVER WATER MANAGEMENT DISTRICT

MEMORANDUM

TO: Governing Board
FROM: Hugh Thomas, Executive Director
DATE: August 25, 2021
RE: Dynamic Corporate Solutions, Inc., Compensation and Pay Practice Analysis

RECOMMENDATION

Implement the compensation recommendations provided by Dynamic Corporate Solutions, Inc., Compensation and Pay Practice Analysis for an amount not to exceed \$65,000.

BACKGROUND

In April of 2020, the District entered into an agreement with Dynamic Corporate Solutions, Inc., (DCSI) to perform a compensation and pay practice analysis. The objective of this analysis was to develop American Disabilities Act (ADA) compliant job descriptions for all positions, ensure proper classification under the Fair Labor Standards Act (FLSA), evaluate pay practices, and recommend compensation structure adjustments to remain competitive in attracting, motivating, and retaining high performing employees.

Data was pulled for both government and utilities organizations, including the St. Johns and Southwest Florida water management districts.

The study recommended the best practice is for employers to pay employees at or below the midpoint of their salary range based upon experience and expertise. The study found that the average comparison ratio of analyzed employees is only at 88%, which indicates that the overall market position of the District is less competitive for some positions. Based on the market analysis, it is recommended that employees in high-demand jobs with low comparison ratios (less than 90%) receive salary increases as soon as possible since these are typically considered the employees with highest risk of turnover.

In order to resolve the deficiencies found during this study and ensure the District's workforce is competitive in the market and with peer water management districts, it is staff's recommendation that the Governing Board authorize the Executive Director to execute the proposals provided by DCSI, for an amount not to exceed \$65,000.

HT/lc

SUWANNEE RIVER WATER MANAGEMENT DISTRICT

MEMORANDUM

TO: Governing Board

FROM: Hugh Thomas, Executive Director

DATE: August 26, 2021

RE: County Alliance for Responsible Environmental Stewardship Program
Memorandum of Agreement

RECOMMENDATION

Enter into a Memorandum of Agreement with the Florida Farm Bureau regarding the County Alliance for Responsible Environmental Stewardship Program.

BACKGROUND

The County Alliance for Responsible Environmental Stewardship Program (CARES) publicly recognizes Florida farmers and ranchers who demonstrate exemplary efforts to protect Florida's natural resources by implementing best management practices. Recipients are awarded a "This Farm CARES" sign to demonstrate to all Floridians that agricultural producers are fully committed to protecting Florida's environment.

The District has supported the CARES Program through the event held annually at the North Florida Research and Education Center – Suwannee Valley. District staff also serve on the Steering Committee for the CARES Program. The District budgets \$6,000.00 annually to assist with CARES Program event in recognizing producers who go above and beyond implementing best management practices that protect and preserve our valuable water resources.

With the shared goals and cooperation between the District and CARES Program, the District seeks to formalize its participation through the attached Memorandum of Agreement.

HT/bg
Attachment

**MEMORANDUM OF AGREEMENT
BETWEEN
FLORIDA FARM BUREAU FEDERATION (FFBF) &
SUWANNEE RIVER WATER MANAGEMENT DISTRICT (SRWMD)**

This Memorandum of Agreement is made and entered into on this _____ day of _____, _____, by and between: Florida Farm Bureau Federation's CARES Program, located at 5700 SW 34th Street, Gainesville, Florida 32608; and Suwannee River Water Management District, located at 9225 CR 49 Live Oak, FL 32060.

Appointment

FFBF would like SRWMD's formal support for the CARES program. FFBF hereby appoints SRWMD as its representative on a non-exclusive and non-compensated basis to endorse the program to mutual target audiences.

Services

In connection with the appointment, SRWMD grants permission and agrees to the following:

1. That SRWMD hereby authorizes and grants to FFBF the right, license and interest to use the agreement in respect of the marketing and promotion of CARES recipients from the district and local programming.
2. Cooperation with District staff, specifically from the ag- team/ liaisons, who will have an active support role during the nomination process of eligible agricultural producers to be recognized for the CARES award and who will provide insight into to the producer's efforts as it pertains to district- related environmental stewardship programs.
3. To provide current logo/marks to FFBF to affix upon FFBF websites and associated online platforms that relate to the CARES Program and link to SRWMD. Materials with SRWMD current logo/marks must be approved by the SRWMD prior to the materials being published for the public to view.

In connection with the appointment, FFBF's CARES program agrees to the following:

1. To advertise and promote SRWMD's logo and corresponding agricultural- environmental stewardship program on FFBF CARES websites/social media and link to SRWMD's website.
2. To highlight the partnership between FFBF and SRWMD at recognitions inside the district and through the program's public relations efforts.

Term

1. The term of this MOU shall commence on the date of full execution and shall remain in effect through June 30th, 2024.
2. This MOA shall be reviewed annually by the parties and may be amended upon mutual agreement of the parties. Amendments and renewals shall be in writing and approved by all parties.
3. This MOA may be terminated by any of the parties at any time and for any or no reason upon thirty (30) day written notice to the other parties,

General

1. This MOA shall be construed and interpreted according to the laws of the State of Florida.
2. Each party to the AGREEMENT is responsible for all personal injury and property damage attributable to the negligent acts or omissions of that part and the officers, employees, and agents thereof. In addition, each part is subject to the provision of Section 768.28, Fla. Stat. (2017).
3. Each party shall also acquire and maintain throughout the term of this AGREEMENT such general liability, automobile insurance, and workers' compensation insurance as required by their current rules and regulation.
4. For all purposes under applicable law, the Effective Date heron shall mean the date when FFBF and SRWMD has executed the same, and that date shall be inserted at the top of the first page hereof.
5. This MOU constitutes the entire AGREEMENT between the parties and there are no understandings dealing with the subject matter of this MOU other than contained herein. This MOU shall not be modified, changed, or amended, except in writing signed by the parties hereto or their authorized representatives.

**MEMORANDUM OF AGREEMENT
BETWEEN
FLORIDA FARM BUREAU FEDERATION (FFBF) and
SUWANNEE RIVER WATER MANAGEMENT DISTRICT (SRWMD)**

SIGNATURES

Florida Farm Bureau Federation

John L. Hoblick, President

Date

Suwannee River Water Management District

Hugh Thomas, Executive Director

Date

Governing Board Chair

Date

Governing Board Secretary/Treasurer

Date

**PROCLAMATION OF SUPPORT
FOR THE MEMORANDUM OF AGREEMENT
BETWEEN
FLORIDA FARM BUREAU FEDERATION (FFBF) and
SUWANNEE RIVER WATER MANAGEMENT DISTRICT (SRWMD)**

SIGNATURES

Florida Farm Bureau Federation

John L. Hoblick, President

Date

Suwannee River Water Management District

Governing Board Chair

Date

Governing Board Secretary/Treasurer

Date